



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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Seating Seating	
<b>Solicitation No. - N° de l'invitation</b> EH990-201929/A	<b>Date</b> 2021-03-04
<b>Client Reference No. - N° de référence du client</b> 20201929	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-994-79797	
<b>File No. - N° de dossier</b> pq994.EH990-201929	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-03-22</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Racette(pq994), Christopher	<b>Buyer Id - Id de l'acheteur</b> pq994
<b>Telephone No. - N° de téléphone</b> (819) 664-1606 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST National Capital Area (Ottawa) Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is security associated with this requirement.

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

### 1.2 Requirement

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

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

### 1.3 General or Procurement Strategy for Aboriginal Business (PSAB)

This requirement is a (the checked box applies):

General Stream Procurement

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

### 1.4 Debriefings

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

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## 1.5 epost Connect service

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

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

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

### 2.2 Submission of Bids

#### 1. Epost

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

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

[tps-gc.dgareceptiondessomissions-abbidReceiving.pwgsc@tps-gc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-abbidReceiving.pwgsc@tps-gc.gc.ca)

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

OR

#### 2. Bid Receiving Unit

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

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

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

### 2.4 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications and Additional Information

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

Section I: Technical Bid 1 hard copy and 1 soft copies on CD or DVD.

Section II: Financial Bid 1 hard copy and 1 soft copies on CD or DVD.

Section III: Certifications and Additional Information 1 hard copy and 1 soft copies on CD or DVD.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

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**Procurement** (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

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

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**3.1.1 Exchange Rate Fluctuation**

C3011T 2013-11-06, Exchange Rate Fluctuation

**Section III: Certifications and Additional Information**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, point rated, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Evaluation Criteria

<b>Mandatory Technical Criteria (MTC)</b>		
<b>Criteria #</b>		<b>MET/ NOT MET &amp; COMMENTS</b>
<b>MTC 1</b>	<p>The Bidder must provide a line drawing and/or a 3-D with dimensions of all products as described at Annex A of this solicitation.</p> <p>To demonstrate compliance with MTC 1, the Bidder must submit a drawing and/or 3-D of products that demonstrates, at a minimum:</p> <ul style="list-style-type: none"> <li>- Length</li> <li>- Width</li> <li>- Height</li> </ul> <p>Any media (printer matter, CD, DVD, soft copy...) submitted must be readable by Canada.</p>	
<b>MTC 2</b>	<p>The Bidder must offer products that have successfully passed all the testing as detailed in Annex A of the Office Seating Supply Arrangement E60PQ-120001</p> <p>To demonstrate compliance with MTC 2, the Bidder must have products listed under the Office Seating Supply Arrangement E60PQ-120001.</p>	
<b>MTC3</b>	<p>For Conference Chair, A1; and Side Chair A2 Wood Base Upholstered Chair:</p> <p>The bidder must offer products that are certified by an independent third-party as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieved a minimum of Level® 2. In order to be compliant, the bidder must provide proof of ANSI/BIFMA e3 Furniture Sustainability Standard certifications prior to contract award.</p>	

<b>MTC4</b>	<p>For Side Chair, A3 Low Height Swivel Conference Chair:</p> <p>The bidder must offer products that are certified by an independent third-party as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieved a minimum of Level® 1. In order to be compliant, the bidder must provide proof of ANSI/BIFMA e3 Furniture Sustainability Standard certifications prior to contract award.</p>	
<b>MTC5</b>	<p>The bidder must submit with the bid, a wood finish that closely match as best as possible the teak wood control sample under Appendix 1 to Annex A in hardcopy format. The sample must contain the following:</p> <ul style="list-style-type: none"> <li>- Finish: matte to 30% sheen;</li> <li>- Wood type: warm like teak wood (grain and colour) or teak veneer (grain and colour over substraight);</li> <li>- Colour: match sample as provided ;</li> <li>- Wood grain: closed grain.</li> </ul> <p><b>4</b> Wood finish Samples are to be provided in EACH bid with the following dimensions: no smaller than 4" x 4" AND No bigger than 12" x 12"</p>	

#### 4.1.1.2 Point Rated Technical Criteria

Item	Point-Rated Criteria	Points Breakdown	Max Points	Demonstrated Compliance
PRC 1	The bidder provided 4 teak veneer samples under MTC 5	<p>Bidders will be awarded up to 3 points per criteria, to a maximum of 12 points total, for the sample(s) provided that matches as best as possible to Appendix 1 to ANNEX A which includes the following:</p> <p>a) Finish: matte to 30% sheen – 3 points ; b) Wood type : warm like teak wood (grain and colour) or teak veneer (grain and colour over substraight - 3 points c) Colour: match sample as provided - 3 points; and d) Wood grain: closed grain - 3 points</p> <p>Points will be awarded as follows: 0 points – no match 1 point – low match 2 points – mid match 3 points – exact match</p>	12  Pass mark 6 (50%)	Cross reference to sample provided

PRC 2	The bidder can provide the optional finishes for chairs A1 and A3.	Bidders will be awarded up to 6 points maximum, if the supplier can offer Bronze metallic paint finishes or bronze metal for the bases on chair items A1 and A3.  a) Bronze Paint Finish: - 3 points ; b) Bronze metal bases – 3 points ;	6 points maximum  Pass mark 3 (50%)	
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#### 4.1.2 Financial Evaluation

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

#### 4.2 Basis of Selection

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating
2. Bids not meeting (a) and (b) and (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Additional Information**

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

#### **5.1.2 Product Conformance**

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

#### **5.1.3 Continuance of Certifications**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Additional Certifications Precedent to Contract Award**

##### **5.2.1.2 Price Certification**

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

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

The Bidder certifies that the price proposed

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

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No 20201929

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) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Industrial Security Manual* (Latest Edition).

### 6.2 Requirement

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

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

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

General Stream Procurement

### 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."  
Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

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

Section 16 - Interest on Overdue Accounts

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

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

### 6.4.2 Shipping Instructions

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

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

### 6.4.3 Delivery Date

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

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

### 6.4.4 Delivery and Installation Points Location(s)

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

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Racette  
Department: Public Services and Procurement Canada  
Address: L'Esplanade Laurier, 140 O'Connor Street, Ottawa, Ontario, K1A 0R5  
Telephone: 819-664-1606  
E-mail address: [christopher.racette@tpsgc-pwgsc.gc.ca](mailto:christopher.racette@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

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

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).

### 6.5.3 Contractor's Representative

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B – Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

### **6.6.2 Method of Payment**

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

### **6.6.3 SACC Manual Clauses**

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

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

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

## **6.7 Invoicing Instructions**

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.  
\_\_\_\_\_ (*Insert the name of the organization*)
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

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are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2020-05-28) – General conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Annex D, Security Requirement ; and
- (g) the Contractor's bid dated (*insert date of bid*) .

## 6.11 Access to Facilities and Equipment

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

## 6.12 Canada's Facilities to Accommodate the Delivery

The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.

During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule

## 6.13 Standard finishes

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

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

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

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## 6.14 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

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

SACC Manual clause [B4003T](#) (2011-05-16), Canadian General Standards Board – Standards

SACC Manual clause [B6802C](#) (2007-11-30), Government Property

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

**ANNEX A**  
**REQUIREMENT**



<b>CHAIR TYPE</b>	<b>QTY: 35</b>
<b>A1 Conference</b>	
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (275 to 400 lbs) <input type="checkbox"/> Rotary Stool	

**Continuance of Certifications and additional information:**

Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

	<b>Criteria</b> <i>Instructions</i>	<b>Requirement Choices</b> <i>(dimensions reflect Specifications for Office Seating (SA) )</i>
<b>A</b>	<b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) *Recommended with Standard Back Height <input checked="" type="checkbox"/> No
<b>B</b>	<b>Backrest Height</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference
<b>B</b>	<b>Backrest Style Preference(s)</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<b>C</b>	<b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference for lumbar support <u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Up/Down & In/Out <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat
<b>D</b>	<b>Armrests</b> <i>choose ALL that are acceptable</i>	<u>See notes below under additional criteria</u> <u>Adjustable</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = min. 75 mm (3.0 in.) adjustment between 443 mm (17.0 in.) to 493 mm (19.4 in.) <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None
<b>E</b>	<b>Seat Depth</b>	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)

	choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> Fixed <input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)
<b>G</b>	<b>Seat Height</b> choose ALL that are acceptable	<b>Rotary Chair</b> <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)  <input type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more (see additional criteria for seat height below) <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> other = *specify additional criteria below
		<b>Rotary Stool</b> choose 1 <input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)
<b>H</b>	<b>Tilt Mechanism</b> choose ALL that are acceptable	<input checked="" type="checkbox"/> Synchro-tilt = Preset ratio >1:1 <input type="checkbox"/> Unison-tilt = Preset ratio of 1:1 <input checked="" type="checkbox"/> Independent-tilt = Seat and backrest angle adjust independently of each other
<b>I</b>	<b>Seat and Backrest Locks</b> choose ALL that are acceptable	<input checked="" type="checkbox"/> Setup Position = chair locks into position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks into setup position plus other angles for seat and backrest
<b>J</b>	<b>Casters</b>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only
	<b>Finishes (Upholstery / Non-Upholstery)</b>	Backrest <input checked="" type="checkbox"/> Upholstery: Aniline dyed Leather Seat <input checked="" type="checkbox"/> Upholstery: Aniline dyed Leather is acceptable
	<b>Additional Criteria:</b> If applicable:	Arm Rests: <ul style="list-style-type: none"> <li>- Chair can be either with adjustable or fixed arm rests</li> <li>- Adjustable arm height -independently adjustable within a range of 4.5"-9" +/-</li> <li>- Arm height from seat on fixed-height arm models to be 8" +/-</li> <li>- Arm caps are capable of independently pivoting +/- 30 degrees inward and +/-30 degrees outward as well as 2-1/4" +/- inward</li> <li>- Arm style closed upholstered, or fixed or adjustable T arm</li> <li>- Arm depth adjustment is independent of the seat depth adjustment. Arm caps independently adjust up to 3".</li> </ul> Seat height <ul style="list-style-type: none"> <li>- Range Adjustable seat height – 15.75" – 22.5" H (4-6" +/- range of adjustment), must include a height of 21"</li> <li>- Seat height adjustment must be in the range of 4" and include the height of 15.75" – 22.5"</li> </ul> Chair Base <ul style="list-style-type: none"> <li>- 5-star base on carpet castors</li> <li>- Finish: Chrome or black</li> </ul>

- Preferred Finish – Dark Bronze Powder Coat or Dark Bronze Metal Finish

Upholstery

- Fully upholstered back and seat,
- Arms can be enclosed and fully upholstered or t-arm with upholstered/cushioned arm rest
- Cleanable and durable – stain repellent
- Aniline dyed Leather

Environment Criteria:

- Must have ANSI/BIFMA e3 Furniture Sustainability Standard of level 2 or above
- Subcategory in Patient Room, Task, Executive seating

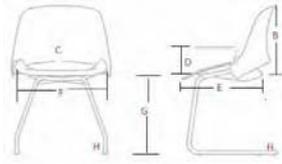
**Graphic Representation of preferred chair styles :**



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<b>Side Chair</b> <b>A2 Wood Base Upholstered Chair</b>	<b>QTY: 5</b>
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Note: dimensions reflect [Specifications for Office Seating \(SA\)](#)

**Continuance of Certifications and additional information:**

Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

	<b>Criteria</b> <i>Instructions</i>	<b>Requirement Choices</b> ( <i>dimensions reflect Specifications for Office Seating (SA)</i> )	
<b>B</b>	<b>Backrest Height</b>	Standard = <i>minimum height of 354 mm (13.9 in)</i>	
	<b>Backrest Style Preference(s)</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference fully upholstered arm and backrest in same upholstery. Curve top of backrest	
<b>C</b>	<b>Lumbar Support</b> <i>choose only 1</i>	<input type="checkbox"/> Yes = height adjustment <i>between 150 mm (5.9 in.) to 250 mm (9.8 in.)</i> <input checked="" type="checkbox"/> No	
<b>D</b>	<b>Armrests</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> Yes – to be upholstered <input type="checkbox"/> No	
<b>E</b>	<b>Seat Depth</b> <i>choose only 1</i>	Fixed	<input type="checkbox"/> Shallow = <i>380 mm (15.0 in.) to 420 mm (16.5 in.)</i> <input checked="" type="checkbox"/> Medium = <i>greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</i> <input type="checkbox"/> Deep = <i>greater than 460 mm (18.1 in.)</i>
<b>F</b>	<b>Seat Width</b>	Standard = <i>minimum width of 400 mm (15.7 in.)</i>	
<b>G</b>	<b>Seat Height</b>	Fixed = <i>between 417 mm (16.4 in.) and 512 mm (20.2 in.)</i>	
<b>H</b>	<b>Stacking:</b> <i>choose only 1</i>	<input type="checkbox"/> Horizontal (nesting) <input type="checkbox"/> Vertical <input checked="" type="checkbox"/> No stacking	
	<b>Base Style</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Legs (4 post)	<input type="checkbox"/> Casters <input checked="" type="checkbox"/> Glides    ( <i>glides are adjustable</i> ) Legs are to be solid wood and to match colour of wood, control sample provided at Appendix 1 to Annex A
		Backrest	<input checked="" type="checkbox"/> Upholstery – to have stitch detailing

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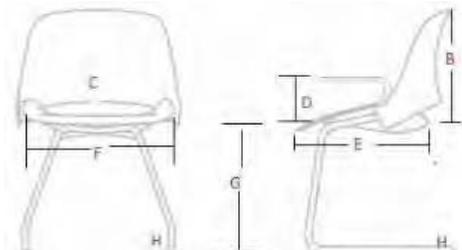
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<p><i>Finishes (Upholstery / Non-Upholstery)</i></p>	<p>Seat</p>	<p>■ Upholstery - to have stitch detailing</p>
<p><i>Additional Criteria: If applicable</i></p>	<p>Base</p> <ul style="list-style-type: none"> <li>- Legs are to be solid wood and will match teak control sample provided under Appendix 1 to Annex A.</li> </ul> <p>Upholstery</p> <ul style="list-style-type: none"> <li>- Fabric offered to be a minimum of three grades above manufacturer's lowest standard (or approved equivalent)</li> <li>- Fabric to be cleanable and durable – stain repellent and have a minimum abrasion resistance rating of 75,000 double rubs.</li> </ul> <p>Environment Criteria:</p> <ul style="list-style-type: none"> <li>- Must have ANSI/BIFMA e3 Furniture Sustainability Standard of level 2 or above</li> </ul>	
		

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Note: dimensions reflect [Specifications for Office](#)

<b>Side Chair A3 Low Height Swivel Conference Chair</b>	<b>QTY:6</b>
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[Seating \(SA\)](#)

**Continuance of Certifications and additional information:**

Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

	<b>Criteria</b> <i>Instructions</i>	<b>Requirement Choices</b> <i>(dimensions reflect Specifications for Office Seating (SA))</i>	
<b>B</b>	<b>Backrest Height</b>	Standard = minimum height of 354 mm (13.9 in.)	
	<b>Backrest Style Preference(s)</b>	<input checked="" type="checkbox"/> No preference style preference is a curved backrest as per graphic representation below	
<b>C</b>	<b>Lumbar Support</b> <i>choose only 1</i>	<input type="checkbox"/> Yes = height adjustment <i>between 150 mm (5.9 in.) to 250 mm (9.8 in.)</i> <input checked="" type="checkbox"/> No	
<b>D</b>	<b>Armrests</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> Yes - Armrest and back to be one connected piece, Chair with fully upholstered arm rests <input type="checkbox"/> No	
<b>E</b>	<b>Seat Depth</b> <i>choose only 1</i>	Fixed	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	Standard = minimum width of 400 mm (15.7 in.)	
<b>G</b>	<b>Seat Height</b>	Fixed = between 417 mm (16.4 in.) and 512 mm (20.2 in.)	
<b>H</b>	<b>Stacking:</b> <i>choose only 1</i>	<input type="checkbox"/> Horizontal (nesting) <input type="checkbox"/> Vertical <input checked="" type="checkbox"/> No stacking	
	<b>Base Style</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Legs (4 post) <input type="checkbox"/> Casters <input type="checkbox"/> Glides <input type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input checked="" type="checkbox"/> Other - Metal or wood 4-star base, with adjustable glides	
	<b>Finishes</b> <i>(Upholstery /</i>	Backrest	<input checked="" type="checkbox"/> Upholstery OR <input checked="" type="checkbox"/> upholstery and Breathable material (Mesh)

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	<i>Non-Upholstery)</i>	Seat	■ Upholstery
	<i>Additional Criteria: If applicable</i>	<p>Base</p> <ul style="list-style-type: none"><li>- Stain to match wood control sample as per Appendix 1 to Annex A Chrome or Black Finish</li><li>- Preferred Finish – Dark Bronze Powder Coat or Dark Bronze Metal Finish</li></ul> <p>Upholstery</p> <ul style="list-style-type: none"><li>- Fully upholstered with stitch detailing for a tailored appearance</li><li>- Fabric offered to be a minimum of three grades above manufacturer's lowest standard (or approved equivalent)</li><li>- Fabric to be cleanable and durable – stain repellent and have a minimum abrasion resistance rating of 75,000 double rubs</li></ul> <p><b>Graphic Representation of preferred chair styles :</b></p> 	

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## Appendix 1 to Annex A

### Image 1 : Teak Wood Veneer Wallcovering



Wood Veneer: Teak or White Oak or acceptable other species to match control sample as shown above or outlined in spec below

Stain colour name: **W249 Brandy**

Stain product used in the sample: **Goudey**

## APPENDIX 2 to Annex A

### Delivery and Installation Schedule

The delivery and installation will be carried out in accordance with the Schedule agreed upon with the Project Authority (PA) for Demarche Area Level 1. Any changes to the delivery and installation Schedule must be approved in writing and accepted/acknowledged by all parties. The dates in the Schedule are estimated and may be subject to change +/- 6 months and all changes must be pre-approved by the Project Authority. Canada will endeavour to give the Contractor 8 to 12 weeks lead time for the delivery and installation of the furniture for each of the phases.

#### Sequence of the Work:

The following dates maybe subject to change and are dependent on the building construction schedule. It is the Contractors responsibility to validate the delivery and installation dates with the Project Authority (PA).

#### Schedule of Floors:

See Annex B

**Period of Installation:** 5 days

#### Delivery & Installation Instructions

- a) See Annex B for additional information
- b) All deliveries and installations without exception must be schedule and coordinated with the Project Authority (PA).
- c) All deliveries must be through loading dock area only as per Section 5 – Loading dock & Freight elevator key plan, not pedestrian entrances. See Annex B for Loading dock & Freight information
- d) All products must be delivered immediately to the designated floor.
- e) Without exception during and on completion of each of the delivery and installations, the Contractor must collect and remove all rubbish, crates, boxes, wrapping, plastics and all materials associated with the delivery and installations away from the premises. The Contractor is responsible to keep the area safe and clean at all times.
- f) FLOOR/WALL PROTECTION: During and upon completion of the delivery and installations, the Contractor must ensure that all flooring and walls are properly protected against any type of damages. If damage occurs it will be the financial responsibility of the contractor.
- g) LOADING/UNLOADING AREAS: Contractor must use only the loading and unloading areas approved by the Project Authority as per Section 5. Contractor vehicles must be parked only in approved areas. The Contractor must be responsible for obtaining any permits that may be required for the services performed in the loading and unloading areas.
- h) WEATHER AND OTHER CONDITIONS: The Contractor must take all appropriate measures to protect property during the entire process. This includes protecting items from exposure to inclement weather during loading, unloading, and transport.
- i) It is the Contractor responsibility to assume any permits and/or parking related fees associated with loading and unloading, pickup and deliveries.
- j) The Contractor's personnel must wear protective footwear, head gear and clothing, and must use appropriate protective equipment, materials and devices as required and in accordance with the Canadian

Occupational Safety and Health Regulations. The Contractor must adhere to all emergency, fire safety, and security regulations in the buildings as well as wearing the proper equipment for the job.

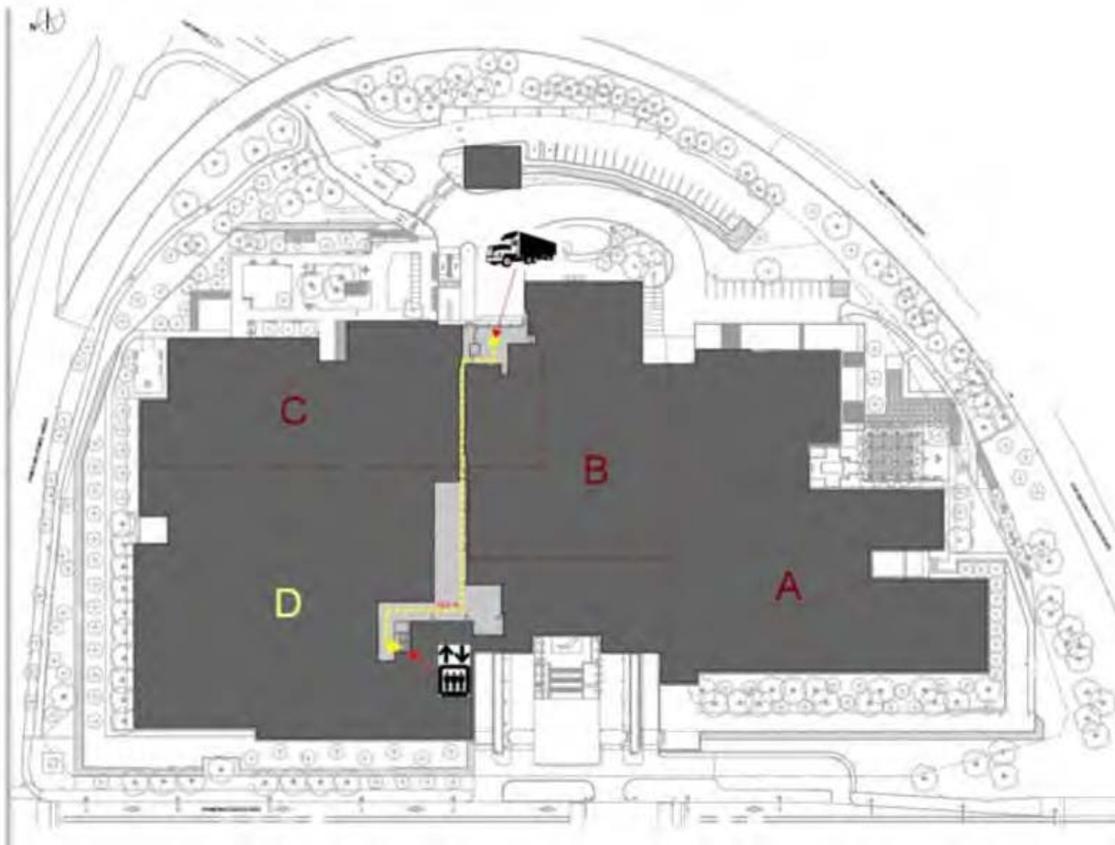
k) While performing services under this Contract, the Contractor and its personnel must at no time

engage in the following activities, including but not limited to:

- i. Smoking in the facilities;
- ii. Damage to Crown Property of any type;
- iii. Arrive at the facility under the influence of illegal drugs, cannabis or alcohol, or even with alcohol on the breath;
- iv. Consume alcoholic beverages or cannabis on the job;
- v. Use unassigned washrooms without permission;
- vi. Use government telephones without prior approval from the Project Authority
- vii. Engage in prolonged discussions or arguments regarding the job; and
- viii. Perform any work for the client not specified in this contract without approval of the Project Authority.

### Loading dock & Freight Elevator Key Plan

Freight Elevator located approx. 100m from loading dock



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## ANNEX B

### BASIS OF PAYMENT

#### Subcategory Procurement:

##### Example:

1. Products from Subcategory 1 with an Estimated Value of \$1,000.00. (Category Procurement, Tier 1)
2. Products from Subcategory 2 with an Estimated Value of \$200,000.00 (Category Procurement, Tier 2)

Subcategory Procurement (CP): When the IU chooses to issue a solicitation and award a contract per subcategory. The IU may further subdivide the subcategory by space to meet their operational requirements. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space.

#### 1. Procurement Strategy

Subcategory Procurement

#### 2. Product and Pricing

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 5, 8 and 9. **Bidders must provide a complete product offering for each Subcategory or All-inclusive Procurement.** In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

**SUBCATEGORY A1**

**Table 1: Summary of Chairs per Subcategory** (*Bidder to complete pricing*)

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	A1 Conference	35		\$	\$
Subtotal:					\$

**Table 2 – Optional Product Bases and Fabric**

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
	A1 Conference with Bronze metallic paint Base and leather upholstery	35		\$	\$
	A1 Conference with Bronze metal Base with leather upholstery	35		\$	\$
Subtotal:					\$

**Table 3 – Delivery** (*Standard Lead time is between 6-10 weeks for furniture delivery and installation*)

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Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	<i>Lester B Pearson, 125 Sussex Drive, Ottawa</i>  <i>Level 1 – Qty TBD</i> <i>Level 2 – Qty TBD</i> <i>Level 3 – Qty TBD</i> <i>Level 4 – Qty TBD</i>		<i>May/June 2021</i> <i>Date and time to be confirmed with P.A.</i>	<i>normal</i>			
*Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <i>(Instruction to IUs: Add/remove rows as needed)</i>					Subtotal for Deliveries:		\$

Table 4 – Optional Delivery : N/A

Table 5 - Canada's Facilities to Accommodate the Delivery

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm
Dock	Yes – see Appendix 2 to Annex A
Lift	
Door	Doors on path from loading dock to install location large enough to fit standard pallets
Freight Elevator	Yes – see Appendix 2 to Annex A
Other (specify, if any)	Loading Dock is ~103m from freight elevator

Table 6 – Installation (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
A1	<i>Lester B Pearson, 125 Sussex Drive, Ottawa</i>  <i>Level 1 – Qty TBD</i> <i>Level 2 – Qty TBD</i> <i>Level 3 – Qty TBD</i> <i>Level 4 – Qty TBD</i>		<i>May/June 2021</i> <i>Date and time to be confirmed with P.A.</i>	<i>normal</i>			
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 <i>(Instruction to IUs: Add/remove rows as needed)</i>					Subtotal for Installations:		\$

Table 7 – Optional Installation : N/A

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

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

<b>Firm Product Total (Table 1)</b>	\$
<b>Optional Product Bases and Fabric</b>	\$
<b>Firm Delivery Total (Table 3)</b>	\$
<b>Firm Installation Total (Table 5)</b>	\$
<b>Total Evaluated (Bid) Price* (1 + 2 + 3) <i>[to be removed at contract award]</i></b>	\$
<b>Contract Price ( 7 ): <i>[applicable at contract award only]</i></b>	\$
<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
<b>Total Estimated Cost (8+9): <i>[applicable at contract award only]</i></b>	\$

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

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

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Email:
		SA number:
		PBN:

**SUBCATEGORY A2**

**Table 1: Summary of Chairs per Subcategory** (*Bidder to complete pricing*)

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A2	<b>Side Chair</b> A2 Wood Base Upholstered Chair	5		\$	\$
Subtotal:					\$

**Table 2 – Optional Product N/A**

**Table 3 – Delivery** (*Standard Lead time is between 6-10 weeks for furniture delivery and installation*)

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	<i>Lester B Pearson, 125 Sussex Drive, Ottawa</i>  <i>Level 1 – Qty TBD</i> <i>Level 2 – Qty TBD</i> <i>Level 3 – Qty TBD</i> <i>Level 4 – Qty TBD</i>		<i>May/June 2021</i> <i>Date and time to be confirmed with P.A.</i>	<i>normal</i>			
*Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <i>(Instruction to IUs: Add/remove rows as needed)</i>					Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery : N/A**

**Table 5 - Canada’s Facilities to Accommodate the Delivery**

Canada’s Facilities to Accommodate the Delivery	
Loading Dock/Location	Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm
Dock	Yes – see see Appendix 2 to Annex A
Lift	
Door	Doors on path from loading dock to install location large enough to

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xxxxx. EH990-201929

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N° CCC / CCC No./ N° VME - FMS

	fit standard pallets
Freight Elevator	Yes – see Appendix 2 to Annex A
Other (specify, if any)	Loading Dock is ~103m from freight elevator

**Table 6 – Installation** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
A1	<i>Lester B Pearson, 125 Sussex Drive, Ottawa</i>  <i>Level 1 – Qty TBD</i> <i>Level 1 – Qty TBD</i> <i>Level 1 – Qty TBD</i> <i>Level 1 – Qty TBD</i>		<i>May/June 2021</i> <i>Date and time to be confirmed with P.A.</i>	<i>normal</i>			
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 <i>(Instruction to IUs: Add/remove rows as needed)</i>					Subtotal for Installations:		\$

**Table 7 – Optional Installation : N/A**

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

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

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

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

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Email:
		SA number:
		PBN:

**SUBCATEGORY A3**

**Table 1: Summary of Chairs per Subcategory** (*Bidder to complete pricing*)

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A3	<b>Side Chair</b> A3 Low Height Swivel Conference Chair	6		\$	\$
Subtotal:					\$

**Table 2 – Optional Product N/A**

**Table 3 – Delivery** (*Standard Lead time is between 6-10 weeks for furniture delivery and installation*)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	<i>Lester B Pearson, 125 Sussex Drive, Ottawa</i>  <i>Level 1 – Qty TBD</i> <i>Level 2 – Qty TBD</i> <i>Level 3 – Qty TBD</i> <i>Level 4 – Qty TBD</i>		<i>May/June 2021</i> <i>Date and time to be confirmed with P.A.</i>	<i>normal</i>			
*Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <i>(Instruction to IUs: Add/remove rows as needed)</i>					Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery : N/A**

**Table 5 - Canada's Facilities to Accommodate the Delivery**

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	Lester B. Pearson 125 Sussex Drive, Ottawa, ON 4pm-10pm
Dock	Yes – see see Appendix 2 to Annex A
Lift	
Door	Doors on path from loading dock to install location large enough to fit standard pallets
Freight Elevator	Yes – see Appendix 2 to Annex A
Other (specify, if any)	Loading Dock is ~103m from freight elevator

**Table 6 – Installation** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
A1	<i>Lester B Pearson, 125 Sussex Drive, Ottawa</i>  <i>Level 1 – Qty TBD</i> <i>Level 2 – Qty TBD</i> <i>Level 3 – Qty TBD</i> <i>Level 4 – Qty TBD</i>		<i>May/June 2021</i> <i>Date and time to be confirmed with P.A.</i>	<i>normal</i>			
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 <i>(Instruction to IUs: Add/remove rows as needed)</i>					Subtotal for Installations:		\$

**Table 7 – Optional Installation : N/A**

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

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

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

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

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Email:
		SA number:
		PBN:

**ANNEX C**

**SECURITY REQUIREMENTS CHECKLIST**

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat 20201929 Security Classification / Classification de sécurité UNCLASSIFIED	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>		
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
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 Real Property Services
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 Procurement, delivery and installation of focus pods and lounge chairs for the Lester B. Pearson Major Renovation project located at 125 Sussex Drive, Ottawa, ON		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>
TB5/SCT 050-100(2004/12)		Security Classification / Classification de sécurité UNCLASSIFIED
		

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat
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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?  
 If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.  No / Non  Yes / Oui

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

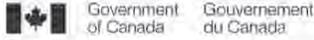
**PRODUCTION**

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



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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	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / TI Link / Lien électronique																

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

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Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Gervais, Guillaume	Title - Titre Deputy Project Manager	Signature 
Telephone No. - N° de téléphone 819-271-9284	Facsimile No. - N° de télécopieur 555-555-5555	E-mail address - Adresse courriel guillaume.gervais@tpsgc-pwgscc.gc.ca
		Date 2019/11/04

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

Name (print) - Nom (en lettres moulées) Lamontagne, Stephen	Title - Titre SO	Signature 	Digitally signed by Lamontagne, stephen Date: 2019.11.08 14:38:10 -05'00'
Telephone No. - N° de téléphone 613-576-3511	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel stephen.lamontagne@pwgsc-tpsgc.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No  Yes  Oui

**16. Procurement Officer / Agent d'approvisionnement**

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

Lyndsay Clark – Contract Security Officer <a href="mailto:Lyndsay.clark@tpsgc.pwgscc.gc.ca">Lyndsay.clark@tpsgc.pwgscc.gc.ca</a> (613) 957-9388	matière de sécurité	
	Title - Titre	Signature 
	télécopieur	E-mail address - Adresse courriel
		Date Digitally signed by Clark, Lyndsay Date: 2019.11.12 13:53:42 -05'00'

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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N° de l'invitation - Sollicitation No.  
EH990-201929  
N° de réf. du client - Client Ref. No.  
EH990-201929

N° de la modif - Amd. No.  
File No. - N° du dossier  
xxxxx. EH990-201929

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

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