



**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

Title - Sujet Office Seating	
Solicitation No. - N° de l'invitation EP916-212372/B	Date 2021-06-18
Client Reference No. - N° de référence du client 20212372	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-995-80137	
File No. - N° de dossier pq995.EP916-212372	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-07-02 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Périard, Nathalie	Buyer Id - Id de l'acheteur pq995
Telephone No. - N° de téléphone (613) 324-8251 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

1.2 Requirement

This solicitation is issued pursuant to the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/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 Stream

This requirement is a:

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.

1.5 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

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

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

2.2 Submission of Bids

1. Epost

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

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

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

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

2. Bid Receiving Unit/date

Bids must be submitted only to the Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

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

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 copy on USB.)
Section II: Financial Bid (1 hard copy and 1 soft copy on USB.)
Section III: Certifications (1 hard copy and 1 soft copy on USB.)

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.

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

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

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

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

Bidders must submit the certifications 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS

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 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.2 Price Certification

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

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

The Bidder certifies that the price proposed

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

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
and
- 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.

Signature: _____ Date: _____

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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. EP916-212372

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex 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 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 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.

6.4.3 Shipping Instructions

Goods must be delivered FOB destination, 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.

6.4.4 Delivery and Installation Points Location(s)

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Noelle Davies
Supply Officer
Public Services and Procurement Canada
140 O'Connor Street
Ottawa, Ontario
K1R 0S5

Telephone: (343) 999-4528
E-mail: noelle.davies@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 Contractor's Representative for the Contract is: *[to be completed at contract award]*

Name: _____

Title: _____

Telephone: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Method of Payment

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

6.6.3 SACC Manual Clauses

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

6.6.4 Electronic Payment of Invoices – Contract

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

6.7 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment: *[to be completed at contract award]*

_____ *(Insert the name of the organization)*
_____ *(Insert the address 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 are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirement; and
- (g) the Contractor's bid dated *[to be completed at contract award]*.

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.

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 [B6802C](#) (2007-11-30) Government Property

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

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

ANNEX A
REQUIREMENT

Table A1: CH-1 (Project Rooms)



CHAIR TYPE	QTY: 65
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

Criteria	Requirement Choices			
A Headrest	<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 Backrest Height	<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 = minimum height of 450mm (17.0 in.)			
B Backrest Profile	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____			
C Lumbar Support	<u>Adjustable</u> <input checked="" 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"/> Other = _____ <input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
D Armrests See additional criteria below	<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.) MANDATORY <input checked="" type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) OPTIONAL <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward OPTIONAL <input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None			
E Seat Depth	<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.) <input checked="" type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<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.)
<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.)				
F Seat Width	<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.)			

G	Seat Height	Rotary Chair	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
		Rotary Stool with backrest	<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)	
H	Tilt Mechanism	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input checked="" type="checkbox"/> No preference		
I	Seat and Backrest Locks	<input checked="" type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)		
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface		
L	Foot Ring	Standard with stool models only		
	Finishes	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
	Additional Criteria:	<ul style="list-style-type: none"> ➤ Armrests must be height adjustable. Other armrest features indicated are optional. ➤ All CH-1 chairs are required with the following colour tones and finishes: <ul style="list-style-type: none"> • Taupe/Grey Mesh Back • Dark Blue, Navy or Dark Marine Blue Seat • Titanium Grey, Dark Grey Plastic or Black "Dark Plastic" Base 		

Table A2: CH-2A (Room 002)



CHAIR TYPE	QTY: 25
<input type="checkbox"/> Rotary Chair (up to 275 lbs) <input checked="" type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

Criteria	Requirement Choices			
A Headrest	<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 Backrest Height	<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 = minimum height of 450mm (17.0 in.)			
B Backrest Profile	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____			
C Lumbar Support	<u>Adjustable</u> <input checked="" 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"/> Other = _____ <input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
D Armrests	<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 = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input 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			
E Seat Depth	<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.) <input checked="" type="checkbox"/> Fixed <table border="1" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<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.)
<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.)				
F Seat Width	<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.)			

G	<i>Seat Height</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = <i>between 417 mm (16.4 in.) to 512 mm (20.2 in.)</i>	<input checked="" type="checkbox"/> Standard = <i>includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more</i> <input type="checkbox"/> Low = <i>includes 376 mm (14.8 in.) to 439 mm (17.3 in.)</i> <input type="checkbox"/> Other = _____
		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = <i>includes range from 580 mm (23 in.) to 840 mm (33 in.)</i> <input type="checkbox"/> Fixed = <i>equal or greater than 670 mm (27.5 in)</i>	
H	<i>Tilt Mechanism</i>	<input type="checkbox"/> Tilt Mechanism <i>seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt)</i> <input type="checkbox"/> Tilt Independently <i>seat and backrest adjust independently of each other</i> <input checked="" type="checkbox"/> No preference		
I	<i>Seat and Backrest Locks</i>	<input checked="" type="checkbox"/> Setup Position = <i>chair locks or stops at one position with seat flat and backrest straight</i> <input checked="" type="checkbox"/> Multiple Positions = <i>chair locks or stops at multiple positions (including setup position)</i>		
J	<i>Casters</i>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface		
L	<i>Foot Ring</i>	<i>Standard with stool models only</i>		
	<i>Finishes</i>	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)	
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)	
	<i>Additional Criteria:</i>	<p>➤ All CH-2A chairs are required with the following colour tones and finishes:</p> <ul style="list-style-type: none"> • Red "Scarlet / Crimson" Upholstered Backrest and Seat • Titanium Grey or "Grey Plastic" Base 		

Table A3: CH-2B (Room 014)



CHAIR TYPE	QTY: 10
<input type="checkbox"/> Rotary Chair (up to 275 lbs) <input checked="" type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

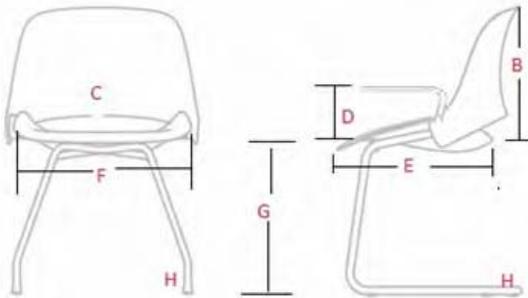
IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

Criteria	Requirement Choices			
A Headrest	<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 Backrest Height	<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 = minimum height of 450mm (17.0 in.)			
B Backrest Profile	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____			
C Lumbar Support	<u>Adjustable</u> <input checked="" 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"/> Other = _____ <input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
D Armrests	<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 = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input 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			
E Seat Depth	<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.) <input checked="" type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<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.)
<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.)				
F Seat Width	<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.)			

G	Seat Height	Rotary Chair	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
		Rotary Stool with backrest	<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)	
H	Tilt Mechanism	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input checked="" type="checkbox"/> No preference		
I	Seat and Backrest Locks	<input checked="" type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)		
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface		
L	Foot Ring	Standard with stool models only		
	Finishes	Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input checked="" type="checkbox"/> Other = Pleather see additional criteria
		Seat	<input type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input checked="" type="checkbox"/> Other = Pleather see additional criteria
	Additional Criteria:	<ul style="list-style-type: none"> ➤ All CH-2B chairs are required with the following colour tones and finishes: <ul style="list-style-type: none"> • Light Warm Grey or Grey-Beige (Griege) Pleather Upholstered Back and Seat; • Titanium Grey or "Polished Aluminum" Base. ➤ "Pleather" means vinyl simulated leather fabric, not a finish. It does not need to be bleach-cleanable. 		

Table A4: CH-3 (Guests)



Side Chair

QTY: 2

IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

	Criteria	Requirement Choices
B	<i>Backrest Height</i>	Standard = <i>minimum height of 354 mm (13.9 in)</i>
	<i>Backrest Profile</i>	<input type="checkbox"/> No preference (<i>It is recommended to select "no preference" as profiles do not affect functionality of chair.</i>) <input checked="" type="checkbox"/> Other =  See additional criteria below
C	<i>Lumbar Support</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
D	<i>Armrests</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E	<i>Seat Depth</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>
F	<i>Seat Width</i>	Standard = <i>minimum width of 400 mm (15.7 in.)</i>
G	<i>Seat Height</i>	Fixed = <i>between 417 mm (16.4 in.) and 512 mm (20.2 in.)</i>
H	<i>Stacking:</i>	<input type="checkbox"/> Stacking <input type="checkbox"/> Non-Stacking <input checked="" type="checkbox"/> No preference
	<i>Base Style</i>	<input checked="" type="checkbox"/> Legs (4 post) <input type="checkbox"/> Casters <input checked="" type="checkbox"/> Glides <input checked="" type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input type="checkbox"/> Other = _____

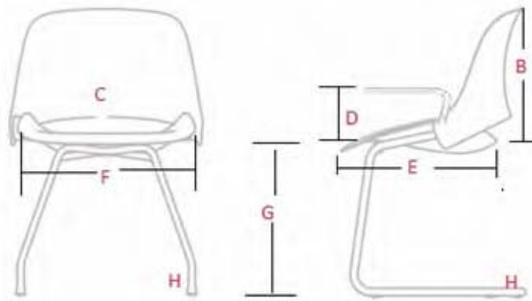
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20212372

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File No. - N° du dossier
pq995.EP916212372

Buyer ID - Id de l'acheteur
pq995
CCC No./N° CCC - FMS No./N° VME

	<i>Finishes</i>	Backrest	■ Upholstery ■ Breathable material (Mesh) <input type="checkbox"/> Other = _____
		Seat	■ Upholstery ■ Breathable material (Mesh) <input type="checkbox"/> Other = _____
	<i>Additional Criteria:</i>	<ul style="list-style-type: none">➤ Chair material must be black with a black aluminum frame.➤ The chair back must have an angle greater than 90 degrees and less than 113 degrees and straight lines for a modern aesthetic look.➤ If a sled base is proposed, sled must be comprised of 2 legs, each leg with both a front and back support. 	

Table A5: CH-4 (Conference, Lounge)



Side Chair	QTY: 56
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IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

	Criteria	Requirement Choices			
B	<i>Backrest Height</i>	Standard = <i>minimum height of 354 mm (13.9 in.)</i>			
	<i>Backrest Profile</i>	<input checked="" type="checkbox"/> No preference (<i>It is recommended to select "no preference" as profiles do not affect functionality of chair.</i>) <input type="checkbox"/> Other =			
C	<i>Lumbar Support</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			
D	<i>Armrests</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
E	<i>Seat Depth</i>	Fixed <table border="1" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = <i>380 mm (15.0 in.) to 420 mm (16.5 in.)</i></td> </tr> <tr> <td><input checked="" type="checkbox"/> Medium = <i>greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</i></td> </tr> <tr> <td><input type="checkbox"/> Deep = <i>greater than 460 mm (18.1 in.)</i></td> </tr> </table>	<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>
<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>					
F	<i>Seat Width</i>	Standard = <i>minimum width of 400 mm (15.7 in.)</i>			
G	<i>Seat Height</i>	Fixed = <i>between 417 mm (16.4 in.) and 512 mm (20.2 in.)</i>			

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Buyer ID - Id de l'acheteur
 pq995
 CCC No./N° CCC - FMS No./N° VME

H	<i>Stacking</i>	<input checked="" type="checkbox"/> Stacking <input type="checkbox"/> Non-Stacking <input type="checkbox"/> No preference	
	<i>Base Style</i>	<input checked="" type="checkbox"/> Legs (4 post) <input type="checkbox"/> Casters <input checked="" type="checkbox"/> Glides	<input checked="" type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input type="checkbox"/> Other = _____
	<i>Finishes</i>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other = PVC/Plastic <input type="checkbox"/> Breathable material (Mesh)
		Seat	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other = PVC/Plastic <input type="checkbox"/> Breathable material (Mesh)
	<i>Additional Criteria:</i>	<ul style="list-style-type: none"> ➤ Stackable Chair must have the following requirements: <ul style="list-style-type: none"> • Vertical stacking • Backrest to be perforated with small openings ➤ 6 chairs must be white and must have glides suitable for Hard Surface/Vinyl ➤ 50 chairs must be in the colour tones of "Scarlet/Crimson" Red and must have glides suitable for carpet ➤ All 56 chairs must be from the same series. 	

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pq995
CCC No./N° CCC - FMS No./N° VME

ANNEX B

BASIS OF PAYMENT

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.** In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

SUBCATEGORY CH-1 (Project Rooms)

Table 1: Products (Chairs) CH-1

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Chair CH-1 (Project Rooms)	65		\$	\$
Subtotal of Products					\$

Table 2: Optional Chairs

NOT APPLICABLE

Table 3: Delivery CH-1

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A1	1625 Vanier Parkway, 4 th floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours Deliveries not accepted after 12pm on weekdays	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Subtotal for Deliveries:	\$

Table 4: Optional Delivery

NOT APPLICABLE

Table 5: Canada's Facilities to Accommodate the Delivery CH-1

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2
Dock	Deliveries accepted at the loading dock at the South end of the building. Sign in first at main entrance.
Lift	Lift not provided. There is a ramp / dock leveler concrete (no weight capacity available).
Door	The overhead door at the loading dock is 84 in. wide x 85 in. high. Elevator door dimensions are 46 in. wide x 92.5 in. high. The suite door is not yet installed (nominally 38 in. wide x 84 in. high).
Freight Elevator	South End of the Building next to Dock. The weight capacity is 4,400 LBS. Anything of substantial weight should be properly centered in the cab before engaging the lift to the floor.
Other (specify, if any)	Deliveries not accepted after 12pm on weekdays. No weekend delivery. Coordinate deliveries at least 48 hours in advance. Access to the freight elevator must be coordinated with building site supervisor. Sign-in before delivery at main entrance. Underground parking to be confirmed in advance (no outside parking on site, and nearby street parking is limited due to local by-laws and enforcement). Straight Body Trucks (cube vans) must be a maximum of 26 feet or less. Trucks with trailers must be a maximum of 20 feet or less. There is insufficient space for anything larger than 20 feet to safely navigate the entrance of the building to access the loading dock.

Table 6: Installation CH-1

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A1	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.			Subtotal for Installations:		\$

Table 7: Optional Installation

NOT APPLICABLE

Table 8: Bid Evaluation and Contract Total CH-1 (Canada may complete if not completed by the Bidder)

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

*Applicable taxes extra.

Table 9: Bidder's Authorized Representative CH-1

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

SUBCATEGORY CH-2A (Room 002)

Table 1: Products (Chairs) CH-2A

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A2	Rotary Chair large occupant CH-2A (Room 002)	25		\$	\$
Subtotal of Products					\$

Table 2: Optional Chairs

NOT APPLICABLE

Table 3: Delivery CH-2A

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A2	1625 Vanier Parkway, 4 th floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours Deliveries not accepted after 12pm on weekdays	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.			Subtotal for Deliveries:		\$

Table 4: Optional Delivery

NOT APPLICABLE

Table 5: Canada's Facilities to Accommodate the Delivery CH-2A

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2
Dock	Deliveries accepted at the loading dock at the South end of the building. Sign in first at main entrance.
Lift	Lift not provided. There is a ramp / dock leveler concrete (no weight capacity available).
Door	The overhead door at the loading dock is 84 in. wide x 85 in. high. Elevator door dimensions are 46 in. wide x 92.5 in. high. The suite door is not yet installed (nominally 38 in. wide x 84 in. high).
Freight Elevator	South End of the Building next to Dock. The weight capacity is 4,400 LBS. Anything of substantial weight should be properly centered in the cab before engaging the lift to the floor.

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Other (specify, if any)	<p>Deliveries not accepted after 12pm on weekdays. No weekend delivery. Coordinate Deliveries at least 48 hours in Advance. Access to the freight elevator must be coordinated with building site supervisor. Sign-in before delivery at main entrance. Underground parking to be confirmed in advance (no outside parking on site, and nearby street parking is limited due to local by-laws and enforcement).</p> <p>Straight Body Trucks (cube vans) must be a maximum of 26 feet or less. Trucks with trailers must be a maximum of 20 feet or less. There is insufficient space for anything larger than 20 feet to safely navigate the entrance of the building to access the loading dock.</p>
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Table 6: Installation CH-2A

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A2	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.</p>				Subtotal for Installations:	\$

Table 7: Optional Installation

NOT APPLICABLE

Table 8: Bid Evaluation and Contract Total CH-2A (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 3)	\$
3	Firm Installation Total (Table 6)	\$
4	Total Evaluated (Bid) Price* (1 + 2 + 3) [to be removed at contract award]	\$
5	Contract Price* (1 + 2 + 3) [to be completed at contract award]	\$
6	Applicable Tax(es): [applicable at contract award only]	\$
7	Total Estimated Cost (5+6): [applicable at contract award only]	\$

*Applicable taxes extra.

Table 9: Bidder's Authorized Representative CH-2A

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

SUBCATEGORY CH-2B (Room 014)

Table 1: Products (Chairs) CH-2B

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	Rotary Chair large occupant CH-2B (Room 014)	10		\$	\$
Subtotal of Products					\$

Table 2: Optional Chairs NOT APPLICABLE

Table 3: Delivery CH-2B

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A3	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours Deliveries not accepted after 12pm on weekdays	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.			Subtotal for Deliveries:		\$

Table 4: Optional Delivery NOT APPLICABLE

Table 5: Canada's Facilities to Accommodate the Delivery CH-2B

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2
Dock	Deliveries accepted at the loading dock at the South end of the building. Sign in first at main entrance.
Lift	Lift not provided. There is a ramp / dock leveler concrete (no weight capacity available).
Door	The overhead door at the loading dock is 84 in. wide x 85 in. high. Elevator door dimensions are 46 in. wide x 92.5 in. high. The suite door is not yet installed (nominally 38 in. wide x 84 in. high).
Freight Elevator	South End of the Building next to Dock. The weight capacity is 4,400 LBS. Anything of substantial weight should be properly centered in the cab before engaging the lift to the floor.

Other (specify, if any)	<p>Deliveries not accepted after 12pm on weekdays. No weekend delivery. Coordinate Deliveries at least 48 hours in Advance. Access to the freight elevator must be coordinated with building site supervisor. Sign-in before delivery at main entrance. Underground parking to be confirmed in advance (no outside parking on site, and nearby street parking is limited due to local by-laws and enforcement).</p> <p>Straight Body Trucks (cube vans) must be a maximum of 26 feet or less. Trucks with trailers must be a maximum of 20 feet or less. There is insufficient space for anything larger than 20 feet to safely navigate the entrance of the building to access the loading dock.</p>
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Table 6: Installation CH-2B

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A3	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.</p>				Subtotal for Installations:	\$

Table 7: Optional Installation

NOT APPLICABLE

Table 8: Bid Evaluation and Contract Total CH-2B (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 3)	\$
3	Firm Installation Total (Table 6)	\$
4	Total Evaluated (Bid) Price* (1 + 2 + 3) [to be removed at contract award]	\$
5	Contract Price* (1 + 2 + 3) [to be completed at contract award]	\$
6	Applicable Tax(es): [applicable at contract award only]	\$
7	Total Estimated Cost (5+6): [applicable at contract award only]	\$

*Applicable taxes extra.

Table 9: Bidder's Authorized Representative CH-2B

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

SUBCATEGORY CH-3 (Guests)

Table 1: Products (Chairs) CH-3

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)
A4	Side Chair CH-3 (Guests)	2		\$	\$
Subtotal of Products					\$

Table 2: Optional Chairs

NOT APPLICABLE

Table 3: Delivery CH-3

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A4	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours Deliveries not accepted after 12pm on weekdays	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Subtotal for Deliveries:	\$

Table 4: Optional Delivery

NOT APPLICABLE

Table 5: Canada's Facilities to Accommodate the Delivery CH-3

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	1625 Vanier Parkway, 4th Floor Ottawa, ON K1L 0B2
Dock	Deliveries accepted at the loading dock at the South end of the building. Sign in first at main entrance.
Lift	Lift not provided. There is a ramp / dock leveler concrete (no weight capacity available).
Door	The overhead door at the loading dock is 84 in. wide x 85 in. high. Elevator door dimensions are 46 in. wide x 92.5 in. high. The suite door is not yet installed (nominally 38 in. wide x 84 in. high).
Freight Elevator	South End of the Building next to Dock. The weight capacity is 4,400 LBS. Anything of substantial weight should be properly centered in the cab before engaging the lift to the floor.
Other (specify, if any)	Deliveries not accepted after 12pm on weekdays. No weekend delivery. Coordinate Deliveries at least 48 hours in Advance. Access to the freight elevator must be coordinated with building site supervisor. Sign-in before delivery at main entrance. Underground parking to be confirmed in advance (no outside parking on site, and nearby street parking is limited due to local by-laws and enforcement). Straight Body Trucks (cube vans) must be a maximum of 26 feet or less. Trucks with trailers must be a maximum of 20 feet or less. There is insufficient space for anything larger than 20 feet to safely navigate the entrance of the building to access the loading dock.

Table 6: Installation CH-3

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A4	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.			Subtotal for Installations:		\$

Table 7: Optional Installation

NOT APPLICABLE

Table 8: Bid Evaluation and Contract Total CH-3 (Canada may complete if not completed by the Bidder)

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

*Applicable taxes extra.

Table 9: Bidder's Authorized Representative CH-3

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

SUBCATEGORY CH-4 (Conference, Lounge)

Table 1: Products (Chairs) CH-4

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)
A5	Side Chair, White CH-4 (Conference, Lounge)	6		\$	\$
A5	Side Chair, “Scarlet/Crimson” Red colour tones CH-4 (Conference, Lounge)	50		\$	\$
Subtotal of Products					\$

Table 2: Optional Chairs

NOT APPLICABLE

Table 3: Delivery CH-4

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A5	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours Deliveries not accepted after 12pm on weekdays	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.			Subtotal for Deliveries:		\$

Table 4: Optional Delivery

NOT APPLICABLE

Table 5: Canada’s Facilities to Accommodate the Delivery CH-4

Canada’s Facilities to Accommodate the Delivery	
Loading Dock/Location	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2
Dock	Deliveries accepted at the loading dock at the South end of the building. Sign in first at main entrance.
Lift	Lift not provided. There is a ramp / dock leveler concrete (no weight capacity available).
Door	The overhead door at the loading dock is 84 in. wide x 85 in. high. Elevator door dimensions are 46 in. wide x 92.5 in. high. The suite door is not yet installed (nominally 38 in. wide x 84 in. high).
Freight Elevator	South End of the Building next to Dock. The weight capacity is 4,400 LBS. Anything of substantial weight should be properly centered in the cab before engaging the lift to the floor.

Other (specify, if any)	<p>Deliveries not accepted after 12pm on weekdays. No weekend delivery. Coordinate Deliveries at least 48 hours in Advance. Access to the freight elevator must be coordinated with building site supervisor. Sign-in before delivery at main entrance. Underground parking to be confirmed in advance (no outside parking on site, and nearby street parking is limited due to local by-laws and enforcement).</p> <p>Straight Body Trucks (cube vans) must be a maximum of 26 feet or less. Trucks with trailers must be a maximum of 20 feet or less. There is insufficient space for anything larger than 20 feet to safely navigate the entrance of the building to access the loading dock.</p>
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Table 6: Installation CH-4

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Table(s)	Location	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A5	1625 Vanier Parkway, 4 th Floor Ottawa, ON K1L 0B2	On or Before 2021/09/20	Normal Business Hours	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00, as per Annex A of the SA, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.				Subtotal for Installations:	\$

Table 7: Optional Installation NOT APPLICABLE

Table 8: Bid Evaluation and Contract Total CH-4 (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 3)	\$
3	Firm Installation Total (Table 6)	\$
4	Total Evaluated (Bid) Price* (1 + 2 + 3) [to be removed at contract award]	\$
5	Contract Price* (1 + 2 + 3) [to be completed at contract award]	\$
6	Applicable Tax(es): [applicable at contract award only]	\$
7	Total Estimated Cost (5+6): [applicable at contract award only]	\$

*Applicable taxes extra.

Table 9: Bidder’s Authorized Representative CH-4

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

ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada /
Gouvernement du Canada

Contract Number / Numéro du contrat EP916-212372
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To procure furniture and provide installation services to space fitup at 1625 Vanier, Ottawa, Ontario		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Government of Canada
Gouvernement du Canada

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EP916-212372

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada

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 File No. - N° du dossier
 pq995.EP916212372

Buyer ID - Id de l'acheteur
 pq995
 CCC No./N° CCC - FMS No./N° VME



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / 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).