



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

See Section 1.  
Voir Section 1.

**STANDARD REQUEST FOR BID**

**INVITATION À SOUMISSIONNER - STANDARD**

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

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

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

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

Solicitation No. - N° de la demande 100019394	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande <b>OCTOBER 26, 2021</b>
Address inquiries to – Adresser toute demande de renseignement à : <b>See Section 2, Article 4.1.</b> <b>Voir Section 2, Article 4.1</b>
Destination  <b>See Section 2, Annex A.</b> <b>Voir Section 2, Annexe A.</b>

**Instructions:**

Municipal taxes are not applicable.

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

**Instructions:**

Les taxes municipales ne s'appliquent pas.

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

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____



**TABLE OF CONTENTS**

Section 1 – Invitation and Instructions to Bidders

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

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**

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

Is this a Manufacturer Product Specific Procurement? NO

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

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

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

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

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

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

**Step 3.  General or  PSAB**

**Terms of the RFB:**

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.



<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b> Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. November 09, 2021 2:00 pm – EDT-EST
To e-mail address <b>Bidders should ensure e-mails do not exceed 13MB to avoid problems with transmission.</b>	<a href="mailto:Nc-solicitations-gd@hrsdc-rhdcc.gc.ca">Nc-solicitations-gd@hrsdc-rhdcc.gc.ca</a>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	___5___ business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.	<input checked="" type="checkbox"/>	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	<b>Julie Barrette</b>
	Title:	<b>Senior procurement specialist</b>
	Department/Agency/Crown Corporation:	<b>Employment and Social Development Canada (ESDC)</b>
	Address:	<b>To be provided upon contract award</b>
	Telephone No.:	<b>To be provided upon contract award</b>
	E-mail address:	<a href="mailto:Nc-solicitations-gd@hrsdc-rhdcc.gc.ca">Nc-solicitations-gd@hrsdc-rhdcc.gc.ca</a>
4.2	<b>Project Authority</b> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	



<p><i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i></p>	
Name:	<b>To be provided upon contract award</b>
Title:	
Department/Agency/Crown Corporation:	
Address:	
Telephone No.:	
E-mail address:	
<b>4.3</b>	<b>Contractor's Representative</b>
	As set out in Annex A, Table 9 below.
<b>5.</b>	<b>Method of Payment</b>
The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
<input type="checkbox"/>	Single Payment for each year
<input checked="" type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing</b>
Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
Name of the organization and contact: <b>To be provided upon contract award</b>	
Address:	
<b>7.</b>	<b>SACC Manual Clauses</b>
	<a href="#">D0018C</a> – Delivery and Unloading – (2007-11-30)



**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

**Combined Categories Rule:**

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

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

- Category 1
- Category 2
- Category 5

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

**Design Upgrade Rule:**

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

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

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

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

**NSA:**

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

The requirement includes the following category (ies) of work

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture

**RULE:** Metal Storage



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

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

c.  Category 3 – Metal Filing and Storage Cabinets

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

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

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

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

g.  NSA Product(s) – Category(ies): \_\_\_\_\_ 3 \_\_\_\_\_

2. Product and Pricing Tables

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

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

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

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

**Table 1 – Product Table**



Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>1a -Category 3</b>							
1	3LSL2HXXPM18D20XHXS	Two high metal storage lockers/keypad (lockers must have accessible locking mechanism)	55	Refer to Annex C		\$	\$
<b>1b- Category 6</b>							
2	6KKCSAxxLY16XXXMIYX	Kitchenette Chairs, Standard Height w/armrest	4			\$	\$
3	6LFSUPXXXXW8XXXTXXX	Free Standing Screens/Acoustic	18	Refer to Annex C		\$	\$
4	6CCTVASQLL30L30JNXX	Square Coffee Tables	6			\$	\$
5	6SLCWAXXFUXXXXMXXX	Lounge Chairs w/armrest min 27" wide	10			\$	\$
6	6STCWXXLUXXXXXNNX	Tablet chair w/ right armrest	8			\$	\$
7	6STCWXXLUXXXXXNNX	Tablet chair w/ left armrest	6			\$	\$
8	6CMUHATZRL42L60YXX	Collab Table/Multi media - (trapezoid) (not to exceed 60" in length)	4	Refer to Annex C		\$	\$
9	6SBBTWXXLUW3G19LMYN	2 seater Banquette w/backrest Bolster	8	Refer to Annex C		\$	\$
<b>**Provide additional information:</b> Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
<b>NSA products</b> The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex E.							
Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	NSA Product(s) Description		QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
10	Locker boot trays for the Metal Storage #3LSL2HXXPM18D20XHXS		17	Refer to Annex C		\$	\$

Table 2 – Delivery



Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
ALL ITEMS FROM EACH CATEGORIES  ITEMS # 1, 2, 3, 4, 5, 6, 7, 8, 9,10	St. John's SCC/CC 99 Churchill Ave. Bldg 223, Pleasantville St. John's, NL A1A 1N3  ~Items to be delivered to second floor to specific storage site.  ~No loading dock, 2 sets of double doors for delivery, only regular elevator for second floor delivery.	Delivery can occur between:  January 24 to January 28, 2022 with mutual confirmation of 2 business day prior to delivery	Normal Business Hours	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
ALL ITEMS FROM EACH CATEGORIES  ITEMS # 1,2,3,4,5, 6,7,8,9,10	St. John's SCC/CC 99 Churchill Ave. Bldg 223, Pleasantville St. John's, NL A1A 1N3  All Items will be located on second floor.	Installation may occur between:  January 31 to February 11, 2022 with mutual confirmation of 2 business day prior to installation	Outside Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

**Table 4 – Optional Product**
 Not Applicable

Section A - IU REQUIREMENT	Section B – SUPPLIER'S BID
----------------------------	----------------------------





#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
11	6SMOCBXXLU37G19LYNN	Lounge/modular seat Curvilinear Bench	5			\$	\$
12	6SMORBXXLU25G19LYNN	Lounge/modular seat Rectilinear Bench	10			\$	\$
13	6MMTMDRTOL36L72WYNX	Workroom table-meeting/training	4			\$	\$
14	6MMLTGREOL60120WYNX	Boardroom table	2			\$	\$
15	6CMUSHDSRL60L78WYXX	Collaborative Table Project room	2			\$	\$
16	6LWBFWWSXXXXXXXXXNNN	Mobile Whiteboard	8			\$	\$

Table 5 – Optional Delivery

Not Applicable

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
ALL ITEMS FROM EACH CATEGORIES TO BE DELIVERED  ITEMS # 11,12,13, 14, 15, 16	St. John's SCC/CC 99 Churchill Ave. Bldg 223, Pleasantville St. John's, NL A1A 1N3  ~Items to be delivered to second floor to specific storage site  ~No loading dock, 2 sets of double doors for delivery, only regular elevator for second floor delivery.	Delivery can occur between August 01, to August 05, 2022, with mutual confirmation of 2 business day prior to delivery	Normal Business Hours		

Table 6 – Optional Installation

Not Applicable

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
ALL ITEMS FROM EACH CATEGORIES TO BE INSTALLED	St. John's SCC/CC 99 Churchill Ave. Bldg 223, Pleasantville St. John's, NL A1A 1N3	Installation can occur between August 12, to September 22,	Outside Normal Business Hours		



ITEMS # 11,12,13 14,15, 16	All Items will be located on second floor and will need to be transported to the first floor for installation.	2022, with mutual confirmation of 2 business day prior to installation			
----------------------------------	--	--	--	--	--

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	St.John’s SCC/CC - 99 Churchill avenue, Building 223, St. John’s, NL, A1A 1N3
B	Dock	NO dock
C	Lift	NO lift
D	Door	96 (height) X 36 (width). There is double doors which can open (with no bar in between)
E	Freight Elevator	NO freight elevator
F	Other (specify, if any)	All deliveries to be made on the second floor in a secure location.
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

1	<b>Firm</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$



4	<b>Optional Product Total (Table 4)</b>	\$
5	<b>Optional Delivery Total (Table 5)</b>	\$
6	<b>Optional Installation Total (Table 6)</b>	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6)</b>	\$
8	<b>Contract Price(1+2+3+4+5+6)</b>	\$
9	<b>Applicable Tax(es):</b>	\$
10	<b>Total Estimated Cost (8 +9):</b>	\$

\* Applicable taxes extra.

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

1.	<b>Bidder's Authorized Representative for the Bid and the Contract</b>	
	Name:	Telephone:
		E-Mail:
		PBN:



**ANNEX B  
SECURITY REQUIREMENTS**

Contractor may be escorted; possession of security clearance not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.



**ANNEX C  
ADDITIONNAL INSTRUCTIONS**

QTY	ITEMS NUMBERS	SUPPLEMENTAL INSTRUCTIONS
55	3LSL2HXXPM18D20XHXS (2 high metal storage lockers/keypad)	<p><b>Accessibility criteria for Lockers:</b></p> <ul style="list-style-type: none"> <li>· Hooks and rods must not exceed 1220 mm (48 inches) in height for the bottom portion of a double tier lockers (ADA, 2010, section 308)</li> <li>· Locker shelves must be adjustable, and not exceed 1220 mm (48 inches) in height for the bottom portion of a double tier lockers (ADA, 2010, section 308)</li> <li>· Locks must not exceed 1220 mm (48 inches) in height for the bottom portion of a double tier lockers (ADA, 2010, section 308))</li> </ul>
		<p><b>Accessibility criteria for Locks:</b></p> <ul style="list-style-type: none"> <li>· Hardware must not require simultaneous hand and finger movement (ADA, 2010, section 309)</li> <li>· Handles should be operable with one hand and should not require tight pinching, twisting or more than 5lb of force. (ADA, 2010, section 309)</li> </ul>
		<p><b>Lock Type:</b></p> <ul style="list-style-type: none"> <li>· Electronic locks must be programmable for both assigned and shared usage</li> <li>· RFID activated locks are the preferred mechanism for lockers</li> <li>· Where RFID is not available and numeric pads are utilised instead, consider brail along with printed numbers</li> <li>· A minimum of 2 master reset keys must be provided for each ESDC location where electronic locks are in use and not remotely manageable</li> </ul>
		<p><b>Height:</b> The lockers must be 1676 mm (66inches).</p>
18	6LFSUPXXXXW8XXXTXXX Free Standing Screens/Acoustic	<p>Desired Dimensions: 42 to 48" long With desired sound attenuation included to reduce the noise in order to provide maximum privacy.</p>
4	6CMUHATZRL42L60YXXX Collab Table/Multimedia - (trapezoid)	Not to exceed 60" in length
8	6SBBTWXXLUW3G19LMYN 2 seater Banquette w/backrest Bolster	Desired Dimensions: 54" high back banquettes
17	Locker boot trays in compliance with the Metal Storage #3LSL2HXXPM18D20XHXS	This product can be made of recycled material and shall fit to the maximum capacity with easily removable for cleaning. Desired rim around tray to retain water, snow and dirt.
<b>Delivery</b>		<b>Special instructions</b>
		<p><b>PALLETS:</b> If goods are shipped palletized, all pallets needs to be removed and recycled by the vendor the day of delivery.</p> <p><b>BOXES:</b> All goods are to remain in delivery boxes until installation.</p>
<b>Installation</b>		<b>Special instructions</b>
		<p><b>After installation:</b> All shipping/boxes/equipment or other shipping material to be removed and recycled by the vendor at his own site/location, the day of the installation.</p>

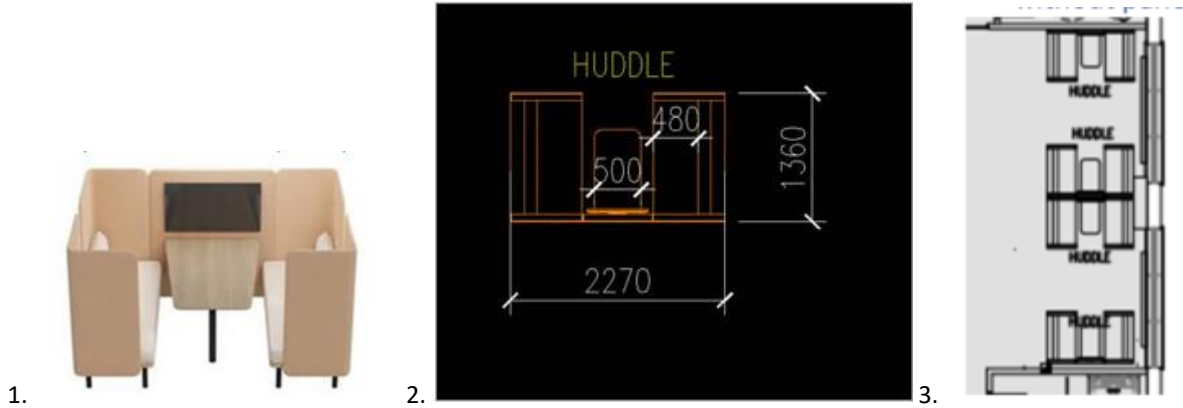


ANNEX C  
ADDITIONAL INSTRUCTIONS - continued

4 x Huddles

Desired dimensions: 58" to 60" L x 85" to 90" D x 50" to 58" H

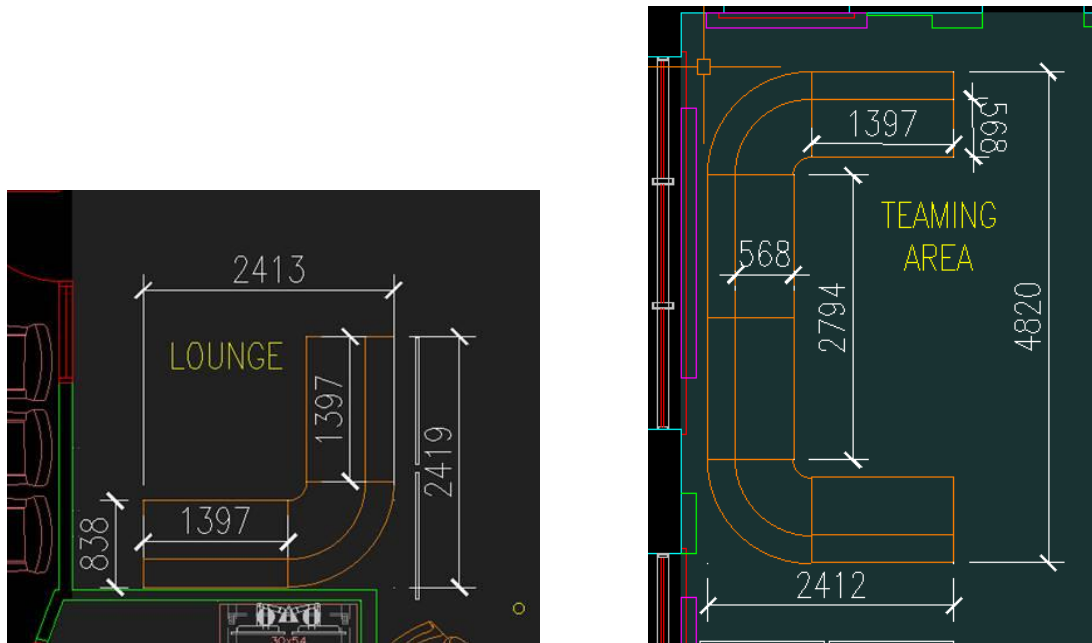
Group Work Pod (pictured below) by combining several individual pieces from the CST together (each huddle is comprised of 2 x banquettes + 1 multimedia table with mobile monitor mount). We want to ensure the units have some privacy or separation from the rest of the space.



- 1. Group Work Pod
- 2. CAD mock-up of the unit to be build.
- 3. Snip from the 2<sup>nd</sup> floor floorplan

3 x Modular Benches

To include 3 modular bench configurations as follow:



1 x Modular Seating near Focus Room "H"

On 2<sup>nd</sup> floor

2 x Modular Seating near Meeting Rooms

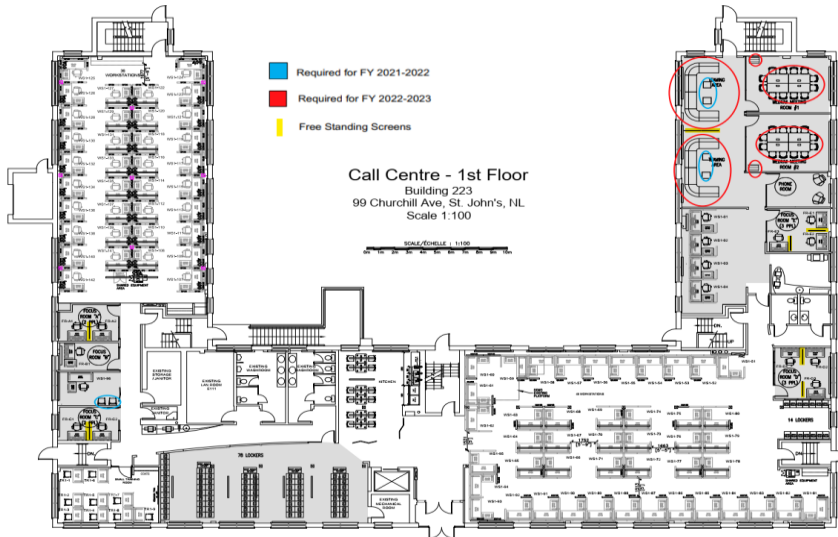
#1 & #2 on 1st floor (top right end)



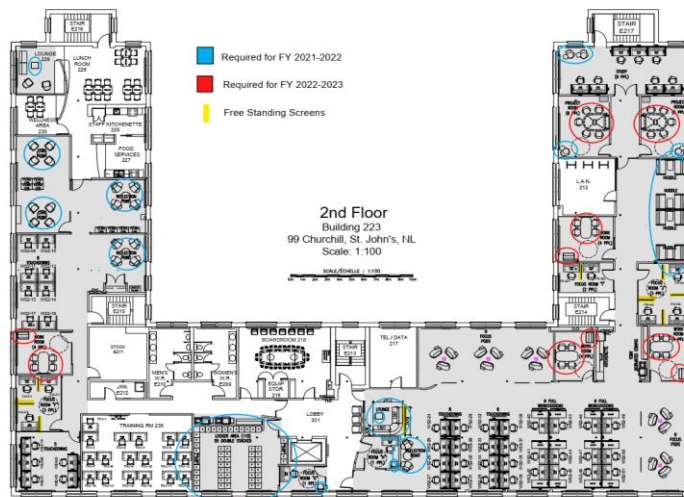
ANNEX D

FLOOR PLAN(S)

FIRST FLOOR



SECOND FLOOR





**ANNEX E**  
**Additional Specifications, Certifications**

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

**1. Specifications**

Requested:

17 locker boot trays in compliance with the METAL STORAGE # 3LSL2HXXPM18D20XHXS

**2. Certifications**

**.1 NSA Product Conformance**

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

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

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

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

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

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