



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

See Section 1. Voir Section 1.
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**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 <b>100019770</b>	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	<b>1</b>

Solicitation closes – La demande prend fin :  at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier  <b>100019770</b>
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Date of Solicitation – Date de la demande  <b>25 November ,2021</b>
Address inquiries to – Adresser toute demande de renseignement à :  See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination  See Section 2, Annex A. Voir Section 2, Annexe A.

**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 : _____

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Section 1 – Invitation and Instructions to Bidders

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

### SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

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

Is this a Manufacturer Product Specific Procurement? *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**

For PSAB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation.

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**Terms of the RFB:**

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

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

**Security Requirement:**

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

**Bid Evaluation**

*This article is completed if non-Government of Canada personnel will evaluate bids.*

An evaluation team composed of representatives of Canada and \_\_\_\_\_ (name of firm or consultant) will evaluate the bids.

<b>RFB Issued to:</b> [This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]	
Supplier Name and Address: (City, Province)	[use address from Supplier’s SA] [SA number starts with E60PQ-140003/.../PQ]
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
<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. 16 December, 2021 b. 1400 hr.
To physical location (if applicable)	[Building name, full civic address]
To e-mail address (if applicable)	NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca
<b>Additional Bid Submission option epost Connect service:</b>	_____ _____ _____
<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.	_____ 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.	<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.	<b>X Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausung in Annex B herein.
c.	<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:
	Title:
	Department/Agency/Crown Corporation:
	Address:
	Telephone No.:
	E-mail address:
4.2	<b>Project Authority [To be completed at contract award]</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>  <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>
	Name:
	Title:
	Department/Agency/Crown Corporation:
	Address:
	Telephone No.:
	E-mail address:
4.3	<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 checked="" type="checkbox"/> Single Payment
	<input type="checkbox"/> Multiple Payment
<b>6.</b>	<b>Invoicing (optional)</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: <i>[To be completed at contract award]</i>
	Address:
<b>7.</b>	<b>SACC Manual Clauses</b>
	<i>There may be additional clauses that are relevant to the requirement but are not already included in this template.</i>

**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 (*check applicable box (es)*):

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): \_\_1a\_\_\_\_\_

## 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”.

**Product Category(ies):** \_\_\_\_\_

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>Category 5</b>							
	5MOADUARMC LPMTXXXXX	Dual articulating arms shall have the following characteristics:  -Be flexible and adjustable, providing the ability to adjust the position of each monitor separately, independently; -Provide 180-degree rotation of each monitor; -Have the capacity to support monitors of at least 12 lbs. and at least 22" (height); -Wire organization (e.g., clamp to hold wires, etc.); -Made of steel and aluminum; -Clamps adaptable to different thicknesses of fixed or adjustable height work surfaces; -VESA compliant plates; -Minimum 5-year warranty; ANSI BIFMA certification.	2380	No		\$	\$
	5CPSUNWKSX XXXXXXXXXX	Computer support under the work surface:  -Shall be retractable, sliding and swivelling. -Shall accommodate various computer sizes ranging from 89mm to 236mm (3.5" to 9.3") wide and 317.5mm to 571.5mm (12.5" to 22.5") high. -Finishes: Stand shall be painted metal, a webbing strap, or a combination of both; -Colour: Black; -5 years minimum warranty.	32	No		\$	\$
<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.							



NSA products <i>(must not exceed 30% of the firm quantity by category)</i>						
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	NSA Product(s) Description	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$

**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 \$
	See attached Annex “A”	February 28 <sup>th</sup> , 2022	Normal	_____ : 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				Delivery Total:	\$
**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.  <i>Add more rows if necessary.</i>					

**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 \$

	See attached Annex "A"	February 28 <sup>th</sup> , 2022	Normal	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
					\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p><i>Add more rows if necessary.</i></p>				Installation Total:	\$

**Table 4 – Optional Product**  Not Applicable  
*If applicable, copy/paste/modify from table 1.*

**Table 5 – Optional Delivery**  Not Applicable  
*If applicable, copy/paste/modify from table 2.*

**Table 6 – Optional Installation**  Not Applicable  
*If applicable, copy/paste/modify from table 3.*

**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	
B	Dock	
C	Lift	
D	Door	
E	Freight Elevator	
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	

	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.  Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.
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 Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	<b>Optional Product Total (Table 4) (Applicable if Option is exercised)</b>	\$
5	<b>Optional Delivery Total (Table 5) (Applicable if Option is exercised)</b>	\$
6	<b>Optional Installation Total (Table 6) (Applicable if Option is exercised)</b>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7) [to be removed at contract award]</b>	\$
9	<b>Contract Price(1+2+3+7): [applicable at contract award only]</b>	\$
10	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
11	<b>Total Estimated Cost (9+10): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

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

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

## ANNEXE A

## ORDER OF COMPUTER SUPPORTS

Office	Type (CSC, CT, CASC, PPT)	Address	Number of computer supports required	Installation required Yes/No	Contact person (to whom the mail would be addressed)		
					Name	E-mail	Telephone
Laval Ouest	CSC	2276 Autoroute Chomedey Ouest, Unités # 200A-200D , Sainte- Dorothée Québec, H7X 4C9	32	Oui			

## MONITOR ARMS' ORDER

Office	Type (CSC, CT, CASC, PPT)	Address	Number of monitor arms required	Installation required Yes/No	Contact person (to whom the mail would be addressed)		
					Name	E-mail	Telephone
Shawinigan	CT	444 5e rue de la Pointe, suite 200, Shawinigan, QC G9N 1E6	194	Yes			
Shawinigan	CSC	444 5e rue de la Pointe, suite 200, Shawinigan, QC G9N 1E6	35	Yes			
Repentigny	CSC	667 rue Notre-Dame, bureau 200, Repentigny QC J6A 2W5	16	No			
Terrebonne	CSC	835 Montée Masson Terrebonne, QC J6W 2C7	12	No			
Joliette	CSC	46 rue Gauthier Sud Joliette, QC J6E 4J4	16	No			

Trois-Rivières	CSC	1660, rue Royale, suite 100 Trois-Rivières, QC G9A 4K3	36	Yes			
Thetford Mines	CT	350 Boul. Frontenac O. suite 500 Thetford-Mines, QC G6G 6N7	87	Yes			
Saguenay	CT	3223 Ste-Émilie, Jonquière, G7S 5L1	135	Yes			
Varenes	PPT	22 Rue de Varenes, 3e étage Gatineau, QC, J8T 8R1	1	No			
Varenes	PPT	22 Rue de Varenes, 1er étage Gatineau, QC, J8T 8R1	300	Yes			
Drummondville	CSC	1175 rue Janelle Drummondville, QC J2C 3E2	53	Yes			
Louiseville	CSC	507, rue Marcel, Louiseville, QC, J5V 1N1	6	No			

La Tuque	CSC	290, rue St-Joseph, La Tuque, QC, G9X 3Z8	9	No			
Topaze	CT	Édifice Topaze 1305 rue du Blizzard Québec, QC G2K 0A1	164	Yes			
Longueuil	CASC	1225. rue St-Charles O. 6e étage, Longueuil, QC J4K 0B9	288	Yes			
Shawinigan	CASC	4695, boulevard de Shawinigan, Shawinigan, QC G9P 5H9	231	Yes			
Entrepôt Blizzard	Autre	1255 rue du Blizzard Québec, QC G2K 0A1	20	No			
Matane	CSC	750, avenue du Phare Ouest, Suite 220 Matane, Québec G4W 3W8	3	No			
Rimouski	CSC	287 Pierre-Saindon, Suite 200, Rimouski, QC G5L 9A7	4	No			

Rivière-du-Loup	CSC	299, Lafontaine, Local 11 Rivière-du-Loup, QC G5R 3A9	2	No			
La Pocatière	CSC	708, 4e avenue, suite 103, La Pocatière, QC G0R 1Z0	3	No			
Sainte-Anne-des-Monts	CSC	230, 1ière Avenue Ouest, Sainte-Anne-des-Monts, QC G4V 1E2	2	No			
New Richmond	CSC	152, Boul. Perron Ouest, New-Richmond, QC G0C 2B0	2	No			
Sept-Îles	CSC	701 Boul. Laure, 3e étage Sept-Îles, QC, G4R 1X8	4	No			
Baie-Comeau	CSC	300 boul. Lasalle, bureau 23, Baie-Comeau, QC G4Z 2K2	4	No			
Forestville	CSC	25, Route 138 Est, Local 800, Forestville, QC G0T 1E0	3	No			
Chandler	CSC	75, boul. René Lévesque Est, Chandler, QC, G0C 1K0	2	No			



Chicoutimi	CSC	98, rue Racine Est, Chicoutimi, QC, G7H 1R1	17	No			
Alma	CSC	100 av. St-Joseph sud, bureau 105, Alma, QC, G8B 7A6	3	No			
Dolbeau	CSC	1400 rue des Érables, bureau 102, Dolbeau-Mistassini, QC, G8L 2W7	2	No			
Roberval	CSC	755, Boul. St-Joseph, bureau 202, Roberval, QC, G8H 2L4	3	No			
Lévis	CSC	50, route du Président- Kennedy, Suite 175, Lévis, QC, G6V 6W8	10	No			
Saint-Georges	CSC	11400 1ere avenue, bureau 109 Saint-Georges, QC G5Y 5S4	6	No			
Thetford Mines	CSC	350, boulevard Frontenac Ouest, Bureau 500, Thetford Mines, QC, G6G 6N7	3	No			

Montmagny	CSC	37, avenue Sainte-Brigitte Sud Montmagny, QC, G5V 2Y3	4	No			
Rouyn-Noranda	CSC	151, Avenue Du Lac, bureau 300 Rouyn-Noranda, QC J9X 4N6	31	Yes			
Ville-Marie	CSC	69B, rue Ste-Anne Ville-Marie, QC J9V 2B6	4	No			
La Sarre	CSC	319 Rue Principale La Sarre, QC, J9Z 1Z4	5	No			
Amos	CSC	502, 4e Rue Est Amos, QC, J9T 1Y4	5	No			
Senneterre	CSC	761, 10e Avenue Senneterre, QC J0Y 2M0	4	No			
Chibougamau	CSC	623, 3e Rue Chibougamau, QC G8P 3A2	4	No			
Val-D'Or	CSC	400 ave Centrale Val-d'Or, QC, J9P 1P3	9	No			

Gatineau	CSC	455, boul de l'Hôpital Gatineau, QC, J8T 7X7	15	No			
Campbell's Bay	CSC	2, rue John Campbell's Bay, QC, J0X 1K0	3	No			
Hull	Consolidé	210, rue Champlain Gatineau, QC, J8X 3R5	16	No			
Maniwaki	CSC	220-100 Principale Sud Maniwaki, QC, J9E 3L4	9	No			
Mont-Laurier	CSC	431, de la Madone Mont-Laurier, QC, J9L 1S1	4	No			
Chisasibi	CSC	457, Wolverine Street P.O. Box 450 Chisasibi, QC, J0M 1E0	2	No			
Mistissini	CSC	32, Amisk Street Mistissini, QC, G0W 1C0	1	No			

Sainte-Agathe-des-Monts	CSC	118 rue Principale Est, bureau 200, Sainte-Agathe-des-Monts, QC, J8C 1K1	10	No			
Saint-Jérôme	CSC	339, boulevard Jean-Paul Hogue, Bureau 100, Saint-Jérôme, QC, J7Z 7A5	9	No			
Sainte-Thérèse	CSC	100 boul. Ducharme, Suite 130, Sainte-Thérèse, QC, J7E 1X2	12	No			
Saint-Eustache	CSC	250, boul. Arthur-Sauvé Saint-Eustache, QC J7R 2H9	6	No			
Saint-Léonard	CSC	6020 rue Jean-Talon E, bureau 500 Montréal, QC H1S 3B1	14	No			
Pointe-aux-Trembles	CSC	13313 rue Sherbrooke E Montréal, QC H1A 1C2	9	No			
Parc-Extension	CSC	540 rue Beaumont Montréal, QC H3N 1T7	10	No			
Verdun	CSC	4110 rue Wellington Verdun, QC H4G 1V7	8	No			

Montréal Centre-Ville (Guy-Favreau)	CSC	200 Boulevard René-Lévesque O, Local 034, Montréal, QC H2Z 1X4	31	Yes			
Pointe-Claire	CSC	6500 Route Transcanadienne, Pointe-Claire, QC H9R 0A5	16	No			
Côte des Neiges	CSC	5160 Bd Décarie #700, Montréal, QC H3X 2H9	11	No			
Laval	CSC	1041 Boulevard des Laurentides, Laval, QC H7G 2W2	5	No			
Laval	CT	1575, boul. Chomedey, Laval, QC H7V 2X2	315	Yes			
Brossard	CSC	2501 Boul. Lapinière, Brossard, QC J4Z 3P1	14	No			
Saint-Hyacinthe	CSC	3225, avenue Cusson, 2e étage Saint-Hyacinthe, QC J2S 0H7	10	No			
Granby	CSC	82 Rue Robinson S, Granby, QC J2G 7J8	5	No			

Longueuil	CSC	1195 Chemin du Tremblay #100, Longueuil, QC J4N 1R4	13	No			
Sorel-Tracy	CSC	101 Rue Augusta, Sorel-Tracy, QC J3P 1A8	4	No			
Chateauguay	CSC	245 Bd Saint-Jean- Baptiste Suite 101, Châteauguay, QC J6K 3C3	4	No			
Cowansville	CSC	224, rue du Sud, 2e Étage Cowansville, QC J2K 2X4	4	No			
Saint-Jean-sur-le- Richelieu	CSC	1235 Rue Douglas, Saint-Jean-sur-le- Richelieu, QC J2W 0J2	6	No			
Coaticook	CSC	289 rue Baldwin, Coaticook, QC, J1A 2A2	3	No			
Magog	CSC	1700 rue Sherbrooke, bureau 100A, Magog, QC, J1X 5B4	5	No			

Lac-Mégantic	CSC	5550 rue Frontenac, Lac-Mégantic, QC, G6B 1H5	2	No			
Sherbrooke	CSC	50 Place de la Cité, suite 140 Sherbrooke, QC, J1H 4G9	17	No			
Val-des-Sources	CSC	309 rue Chassé, bureau 200, Val-des-Sources, QC, J1T 2B4	2	No			
La Cité-Limoilou	CSC	2500, Boulevard Montmorency, suite 101, Québec, QC G1J 5C7	15	No			
Donnacona	CSC	100, Route 138 Suite 110, Donnacona, QC, G3M 1B5	6	No			
Sainte-Foy	CSC	3229, Ch des Quatre- Bourgeois, 3e étage, Québec, QC, G1W 0C1	16	No			
La Malbaie	CSC	541 rue Sainte-Etienne, La Malbaie, QC, G5A 1J3	6	No			
<b>TOTAL</b>			<b>2668</b>				



**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 **EDSC / ESDC** 2. Branch or Directorate / Direction générale ou Direction  
DGDPF- GIBR

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  
Installation des bras articulés de moniteur et des supports pour ordinateurs dans les bureaux des Services Canada à travers le Québec.

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

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

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

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

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

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

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

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

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

PROTECTED A <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

**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 COSMIC TRÉS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C	CONFIDENTIEL				TRÉS SECRET
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?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

**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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



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

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

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Jacinte Menard		Title - Titre Gestionnaire principale - GIBR	Signature Menard, Jacinte
<small>Signé numériquement par Menard, Jacinte        ID : C=CA, O=GC, OU=HRSDC-RHDC, CN=Menard, Jacinte        Raison : Je suis l'auteur du document        Emplacement : l'emplacement de votre signature ici        Date : 2021.11.10 08:15:23-0500        Foxit PDF Editor Version: 11.0.1</small>			
Telephone No. - N° de téléphone 438-334-8832	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacinte.j.menard@hrsdcc.gc.ca	Date
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Naomi Statkewich		Title - Titre Gestionnaire intégrité interne, sécur urg	Signature Statkewich, Naomi
<small>Signature numérique de Statkewich, Naomi Date : 2021.11.10 16:57:20 -05'00'</small>			
Telephone No. - N° de téléphone 514 886 9777	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel naomi.statkewich@servicecanada.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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