



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA

Ontario

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

Title - Sujet Fixed Beam Seating	
Solicitation No. - N° de l'invitation EQ754-221680/A	Date 2021-12-15
Client Reference No. - N° de référence du client EQ754-22-1680	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-8139	
File No. - N° de dossier TOR-1-44124 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-01-19 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (647) 273-1369 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Note: See Item Details	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation
EQ754-221680/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
EQ754-221680

File No. - N° du dossier
TOR-1-44124

CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (ii) 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;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) 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.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 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.

1.5 COVID-19 Vaccination Requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the Annex "D" of Part 1 COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) 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.
- (b) 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.
- (c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.oreceptiondессoumissions-orbidreceiving.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.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

- (b) Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) 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.
- (b) 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 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 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

- (a) The Bidder must submit its bid electronically 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

Section IV: Additional Information

- (b) Bids transmitted by facsimile or hardcopy will not be accepted

3.2 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.

3.3 Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.3.1 Electronic Payment of Invoices

- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E - Electronic Payment Instruments, to identify which ones are accepted.
- (ii) If Annex E - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.3.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation

(a) Mandatory Technical Criteria

The Bidder must provide documentation and demonstrate in the bid that they meet each and every criteria. Failure to provide supporting documentation may result in the bid being deemed non-compliant.

#	Mandatory Technical Criteria
M1	The Bidder must submit a catalogue cut sheet for each proposed product that includes, as a minimum, information that demonstrates that the proposed product meets the specifications identified in Appendix 1 to Annex A. The catalogue cut sheet must also include supplier part numbers and brief product descriptions.
M2	<p>If the Bidder is not the manufacturer of the proposed products, the Bidder must:</p> <ol style="list-style-type: none"> 1. Be an authorized dealer of the manufacturer(s) for the products being proposed; and 2. Submit a letter of authorization from each manufacturer whose products are being proposed. <p>If the Professional designation, accreditations or certification documents have not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
M3	<p>For each letter that is submitted under M2, the letter must:</p> <ol style="list-style-type: none"> 1. Be on the letterhead of the manufacturer; 2. Contain the signature of a representative of the manufacturer; 3. List the name, series and model number of the products being proposed; and 4. Have confirmation from the manufacturer that the Bidder is an authorized dealer for the products listed in the letter. <p>If the above information has not been provided at bid closing, PWGSC will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
M4	The Bidder must submit a PDF shop drawing(s) of the floor plan, printable on an Arch D sized (24" x 36"; minimum size) paper, that includes a layout, elevations and details of their proposed product, including dimensions, that demonstrates compliance. PDF shop drawing(s) must be clearly legible.

4.3 Financial Evaluation

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Contract Period (all applicable taxes extra) from Annex B – Basis of Payment. The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:

For each line item, the Bidder's unit price will be multiplied by the estimated quantity to calculate the total extended price. The extended price for all line items will be totalled to determine the aggregate price for evaluation purposes.

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

4.4 Basis of Selection

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.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

(a) Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

(a) Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

(b) 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 (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?ga=1.229006812.1158694905.1413548969#afed).

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 award.

5.3 Additional Certifications Precedent to Contract Award

(a) Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A.

Supplier's 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

- (a) The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.
1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
 2. The Contractor personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor/ personnel MAY NOT HAVE ACCESS to PROTECTED information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.
 3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
 5. The Contractor must comply with the provisions of the:
 - (A) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (B) *Contract Security Manual* (Latest Edition).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010A (2021-12-02), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.

Subsection 32 of 2010A, General Conditions – Medium Complexity – Goods, is added as follows:

6.3.1.2 2010A 32 (2021-11-04) Anti-forced labour requirements

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the [Customs Tariff – Schedule](#) (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the [Customs Tariff – Schedule](#) as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding

whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.

3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
 - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US [Trade Facilitation and Trade Enforcement Act](#) (TFTEA) of 2015; or
 - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the [Criminal Code](#) or the [Immigration and Refugee Protection Act](#):
Criminal Code
 - i. section 279.01 (Trafficking in persons);
 - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
 - iii. subsection 279.02(1) (Material benefit - trafficking);
 - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
 - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
 - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or*Immigration and Refugee Protection Act*
 - vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
 - i. in the case of a conviction, whether the court acted within its jurisdiction;
 - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
 - iii. whether the court's decision was obtained by fraud; or
 - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

6.3.2 Supplement General Conditions

6.3.2.1 4013, Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.3.2.2 4014, Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under sections 23 Default by the Contractor or 24 Termination for convenience of general conditions 2010A.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
 3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.
- apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to June 30, 2022 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada, Acquisitions Branch, Ontario Region
Address: 4900 Yonge Street, Toronto, Ontario, M2N 6A6
Telephone: 647-273-1369
E-mail address: shannon.brewster@pwgsc-tpsgc.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 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.

6.5.3 Contractor's Representative *(to be provided with bid)*

Name: _____
Title: _____
Organization: _____
PBN: _____
Address: _____
Telephone: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ _____ (*insert the amount 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 Terms of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.6.3 Electronic Payment of Invoices

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (*to be determined at contract award*).

- i. Visa Acquisition Card;
- ii. MasterCard Acquisition Card;
- iii. Direct Deposit (Domestic and International);
- iv. Electronic Data Interchange (EDI);
- v. Wire Transfer (International Only);
- vi. Large Value Transfer System (LVTS) (Over \$25M).

6.7 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
- (b) Invoices must be distributed as follows:
 - (i) One (1) copy must be emailed to the Project Authority for certification and payment.
Name: (*to be filled in only at contract award*)
Email Address: (*to be filled in only at contract award*)
 - (ii) One (1) copy must be emailed 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.

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A – Statement of Work. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, 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.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada 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. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the supplemental general conditions:
 - (i) 4013, Compliance with on-site measures, standing orders, policies, and rules;
 - (ii) 4014, Suspension of the work;
- (c) General Conditions 2010A (2021-12-02), General Conditions – Goods (Medium Complexity);
- (d) Annex A, Statement of Work;
 - (i) Appendix 1 to Annex A - Product Specifications and Dimensions
 - (iii) Appendix 2 to Annex A – Floor Plans
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirement Checklist; and
- (g) the Contractor's bid dated _____. (*insert at time of contract award*)

6.11 SACC Manual Clauses

- (a) A9068C (2010-01-11), Government Site Regulations
- (b) B7500C (2006-06-16), Excess Goods
- (c) D5328C (2014-06-26), Inspection and Acceptance

6.12 Insurance

SACC Manual Clause G1005C (2016-01-28), Insurance – No Specific Requirement

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A

STATEMENT OF WORK

1. REQUIREMENT

The Department of Public Works and Government Services Canada (PWGSC), on behalf of Employment and Social Development Canada (ESDC), has a requirement for the supply, delivery, assembly and installation of fixed beam seating. The fixed beam seating will be fixed to concrete slabs to allow people to walk freely in between seating without moving the seating out of place. This is new construction so the room will be empty upon the delivery date.

2. SCOPE

The Contractor must supply, deliver, assemble and install 140 fully functional fixed beam seating that meet the specifications outlined under this Annex. The Contractor is also responsible for supplying all necessary accessories (anchoring hardware, hardware support, etc.). All proposed products must be new.

3. GENERAL REQUIREMENTS

- 3.1 General Quality of Workmanship:** The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability, and safety. Metal or wood edges, corners and parts with which the user is intended to come in contact, must have rounded corners or be covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces and polymer surfaces must be of a balanced construction to prevent warpage. Beams to be produced in ganged quantities of 1, 2, 3 and 4 as required to fit the space. The Contractor is to recommend the quantities and ganging of chairs per beam.
- 3.2 Welds:** All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.
- 3.2 Safety:** Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 3.4 Warranty:** Manufacturer must have a minimum ten (10) year limited lifetime warranty that the proposed product will be free of defects in materials and workmanship.
- 3.5 Meetings:** Contractor representative must attend biweekly progress meeting when requested.

4. PRODUCT REQUIREMENTS

4.1 Item: Fixed Beam Seating – Powered

4.1.1 Location: Waiting Room 1N16a and 1N16b; Seats 32-47, 64-76 and 93-108

4.1.2 Specifications:

- The seating must be mechanically anchored to the cement slab. Waiting room number 1N16a and 1N16b will be covered in luxury vinyl flooring.
- The beam structure and arms must be made of tubular steel, and all metal parts must be coated with a rust resistant, black epoxy powder coating.
- All seats at the end of the row marked with "No Arms" are to not have an arm rest as per drawing.
- Seats with arms to have polypropylene arm caps if possible.
- Beam Seating seat pan must be returning flip-up.
- Beam Seating seat pan and back rest to be made out of plastic polymer / polyamide or similar.
- Beam seating to incorporate power duplex and usb as per locations marked on drawing.
- Beam base and feet must be more or less flush with the rest of the chair assembly and do not protrude into the isles or extend beyond the boundary of the chair seat and back more than +/-1" as per drawing.
- The tolerance for all overall dimensions except height must be +/- 1" unless otherwise specified. Nominal changes to the dimensions may be considered by Canada if the overall design intent and dimensions fit within the allotted space. Overall dimensions include overall row lengths to insure that the

seats maintain proper aisle widths as per the concept drawing and the Ontario Building Code. If a seat must be removed from a row because the product tolerance doesn't fit within the allowed space, it is up to the discretion of Canada to accept.

4.2 Item: Fixed Beam Seating – Non-Powered

4.2.1 Location: Waiting Room 1N16a and 1N16b; Seats 1-15, 16-31, 48-63, 77-92, 109-124 and 125-140

4.2.2 Specifications:

- a. The seating must be mechanically anchored to the cement slab. Waiting room number 1N16a and 1N16b will be covered in luxury vinyl flooring.
- b. The beam structure and arms must be made of tubular steel, and all metal parts must be coated with a rust resistant, black epoxy powder coating.
- c. All seats at the end of the row marked with "No Arms" are to not have an arm rest as per drawing.
- d. Seats with arms to have polypropylene arm caps if possible.
- e. Beam Seating seat pan must be returning flip-up.
- f. Beam Seating seat pan and back rest to be made out of plastic polymer / polyamide or similar.
- g. Beam base and feet must be more or less flush with the rest of the chair assembly and do not protrude into the aisles or extend beyond the boundary of the chair seat and back more than +/- 1" as per drawing.
- h. The tolerance for all overall dimensions except height must be +/- 1" unless otherwise specified. Nominal changes to the dimensions may be considered by Canada if the overall design intent and dimensions fit within the allotted space. Overall dimensions include overall row lengths to insure that the seats maintain proper aisle widths as per the concept drawing and the Ontario Building Code. If a seat must be removed from a row because the product tolerance doesn't fit within the allowed space, it is up to the discretion of Canada to accept.

5. INSTALLATION REQUIREMENTS

5.1 The Contractor's responsibilities, with regards to the installation include, but not limited to, the following tasks:

- a. Receive and unload all product and pieces to the staging and/or installation area.
- b. Unpack all pieces and inspect product for shipping damage. Report any damage immediately to the Project Authority (PA).
- c. Install all products in accordance with the manufacturer's specifications.
- d. Ensure all products function properly and make minor adjustment and repairs as necessary at time of installation. Minor is defined as trim adjustment, levelling, height adjustment and door function testing.
- e. Touch up all nicks and scratches that may have occurred during installation.
- f. Must clean the products once installed.
- g. Remove all packing material debris, cartons and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor.
- h. On-site installation must be completed by a fully trained and certified installers. When requested by the PA, the Contractor must provide documentation to verify their certification.
- i. Upon completion, and at the request of the PA, the Contractor (or authorized representative) must walk through the installation area with the PA (or authorized representative) to verify the operating condition of all products in accordance with the Deficiency Procedures.

6. POST INSTALLATION PROCEDURES

6.1 The Contractor must adhere to the following post installation procedures:

- a. Must notify the PA when the installation is completed.
- b. The PA must arrange for the inspection with the Contractor.
- c. The inspection must take place no later than three (3) business days after installation is completed.

7. DEFICIENCY PROCEDURES

- 7.1 The Contractor must adhere to the following deficiency procedures.
- The Contractor, in consultation with the PA, must prepare the deficiency list documenting all items that do not meet the performance criteria as defined in the construction documents for each installation area.
 - The PA, in consultation with the Contractor, will review the deficiency list and identify any items missed by the Contractor. The Contractor will document any and all missed items in the deficiency list and redistribute.
 - Within three (3) business days of receipt and approval of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts.
 - For all other deficiencies, the Contractor must submit a plan of action with delivery and completion dates within seven (7) calendar days from completing all minor deficiencies.
 - The Contractor must notify the PA when all deficiencies have been completed. If the PA is satisfied with the deficiency corrections, the PA must provide the Contractor a final sign-off that the deficiencies have been satisfied.
 - All deficiency work after occupation must be done after hours.

8. DELIVERY AND INSTALLATION SCHEDULE

Item	Description	Estimated Due Dates
1	Contractor to send selection of finishes including all metal finish and plastic polymer / polyamide samples.	Within two (2) working days after contract award
2	Supply and delivery of products outlined in Annex B and in accordance with Annex A.	On or before Monday April 4 th , 2022
3	Installation of 140 fully functional fixed beam seating.	One (1) to four (4) working days after delivery of product
4	Installation completed	On or before Wednesday April 27 th , 2022
5	Acceptance of installation	Three (3) business days after installation

9. DELIVERY AND INSTALLATION CONSTRAINTS

- 9.1 At least one week prior to delivery, the Contractor must fill out Landlord work permit and coordinate access to the site with General Contractor and Landlord.
- 9.2 Delivery must occur after 8:00 am during the weekdays. Any delivery must be brought through the Loading Dock located on the 2nd Floor. The Loading Dock's regular hours are 8:00 a.m. to 4:30 p.m. Deliveries must ring the bell located outside of the Loading Dock door. Security staff controls the Loading Dock and use of the Hydraulic Lift. All deliveries after regular business hours must be scheduled in advance (minimum of 48hrs) with MLPM Management Team.
- 9.3 The Freight elevator is accessed from the Loading Dock and serves all floors. The cab's dimensions are as follow: 224 cm (89.5 in.) width by 155 cm (62 in.) depth by 300 cm (120 in.) high. The weight capacity is 1820 kg (4000lbs). Freight Elevator use is exclusively granted to the JSB Cleaning Team from 6:00 p.m. to 8:00 p.m..
- 9.4 The Loading Dock accepts trucks not larger than SPIF#19, maximum length of 12.5m (including the load). 16.2m SPIF Semi-Trailers or 14.65m Non-SPIF Semi-Trailers are not accepted.
- 9.5 Drilling must be done after hours from 5:30 pm in the evening until 8:00 am in the morning.
- 9.6 Work hours: hours are defined as from 8:00 am to 5:00 pm, Monday through Friday except Federal Government Statutory holidays.

9.7 After work hours: hours are defined as:

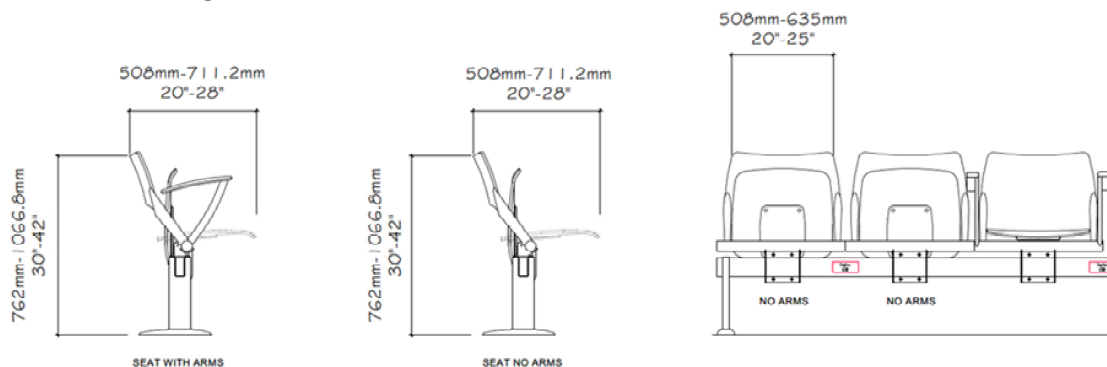
- Between 5:00pm through 08:00 am, Monday through Friday except Federal Government Statutory holidays;
- All hours on Federal Government Statutory holidays;
- All hours on Saturdays and/or Sundays.

9.8 Delivery Location: Employment and Social Development Canada, 4900 Yonge Street, 1st floor, North York, ON M2N 6A4.

APPENDIX 1 TO ANNEX A

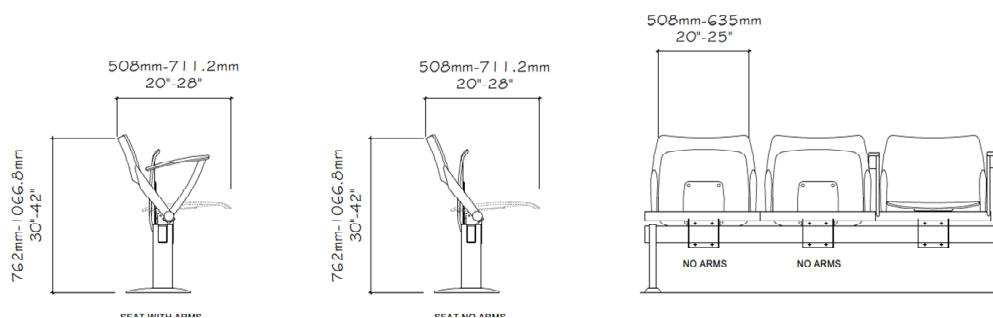
Product Specifications and Dimensions

1. Fixed Beam Seating – Powered



- **Dimensions:** 762mm – 1066.8mm (30" - 42") refers to: Height of back rest from finished floor.
508mm – 711.2mm (20" - 28") refers to: Full depth of seating with back and seat pan.
508mm – 635 mm (20" – 25") refers to: Seat length
- **Description:** Beam seating seat pan and back rest to be made out of plastic polymer / polyamide.
Beam Seating seat pan must be returning flip-up.
Beam seating to incorporate power duplex and usb as per locations marked on drawing.
All seats at the end of the row marked with "No Arms" are to not have an arm rest as per drawing.
- **Location:** Waiting Room 1N16a and 1N16b - Seats 32-47, 64-76 and 93-108.
- **Quantities:** Total 46

2. Fixed Beam Seating – Non-Powered

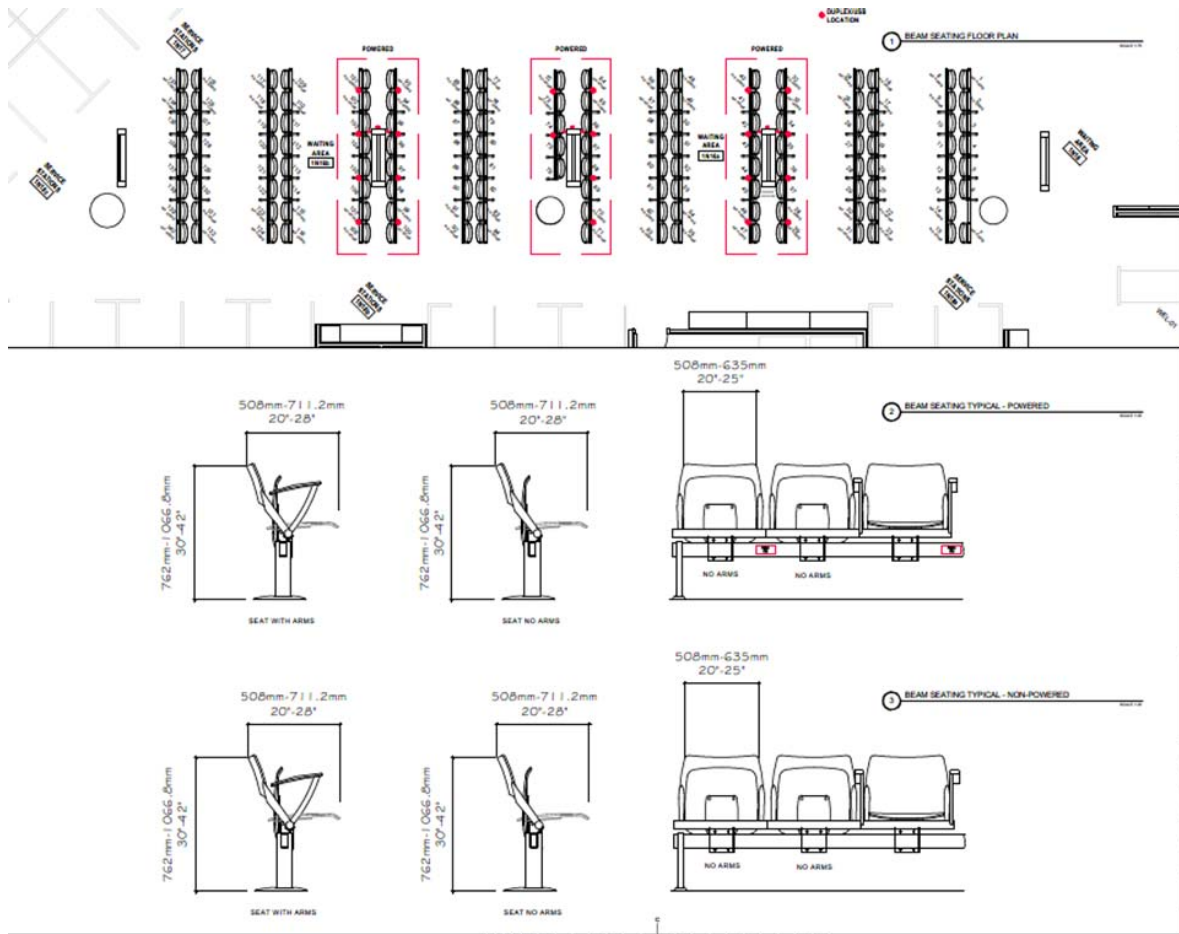


- **Dimensions:** 762mm – 1066.8mm (30" - 42") refers to: Height of back rest from finished floor.
508mm – 711.2mm (20" - 28") refers to: Full depth of seating with back and seat pan.
508mm – 635 mm (20" – 25") refers to: Seat length.
- **Description:** Beam seating seat pan and back rest to be made out of plastic polymer / polyamide.
Beam Seating seat pan must be returning flip-up.
All seats at the end of the row marked with "No Arms" are to not have an arm rest as per drawing.
- **Location:** Waiting Room 1N16a and 1N16b - Seats 1-15, 16-31, 48-63, 77-92, 109-124 and 125-140.
- **Quantities:** Total 94

APPENDIX 2 TO ANNEX A FLOOR PLANS

(AUTOCAD VERSION AVAILABLE UPON REQUEST)





ANNEX B
BASIS OF PAYMENT

The Contractor will be paid the following all-inclusive prices for the supply, delivery, assemble and installation of the requirement in accordance with Annex A – Statement of Work, in Canadian funds, including customs duties, all delivery and transportation charges, FOB destination, applicable taxes extra.

FIRM REQUIREMENT:

Contract Period: Date of contract award to June 30, 2022.

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price	Total Extended Price (A x B)
1	Fixed Beam Seating – Powered, in accordance with Annex A and Appendice 1 to Annex A.	46	\$	\$
2	Fixed Beam Seating – Non-Powered, in accordance with Annex A and Appendice 1 to Annex A.	94	\$	\$
3	Subtotal (Line Items 1 thru 2):			\$
4	Hardware Total (if applicable):			\$
5	Delivery Charges:			\$
6	Installation Charges:			\$
*Total Evaluated Price (Line Items 3 + 4 + 5 + 6):				\$

***At contract award, 'Total Evaluated Price' becomes 'Total Contract Price'. Applicable taxes extra.**

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ANNEX C

SECURITY REQUIREMENTS CHECKLIST

See attachment.

ANNEX "D" to Part 1 (of the Bid Solicitation)

COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

I, _____ (first and last name), as the representative of
_____ (name of business) pursuant to _____
(insert solicitation number), warrant and certify that all personnel that
_____ (name of business) will provide on the resulting Contract who access
federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19; or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be

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personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

ANNEX “E” to Part 3 (of the Bid Solicitation)

ELECTRONIC PAYMENT INSTRUCTIONS

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX “F” to Part 5 (of the Bid Solicitation)
ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.2(a), Integrity Provisions – List of Names, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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ANNEX C

SECURITY REQUIREMENTS CHECKLIST



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

North York-DCIS

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		2. Branch or Directorate / Direction générale ou Direction
ESDC		CFOS/RCMRS/INFORMATION-PPT
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		
Design, construction and installation services for the consolidation of Service Canada and passport program sites in North York, Ontario. Activities related to: (1) The public solicitation and award of contracts for professional services; (2) The development of technical requirements for the construction and installation of real property, furniture and equipment; (3) The public solicitation and award of contracts for construction and installation services; (4) The construction and installation of real property, furniture and equipment (general and sub-trades).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. Indicate the type of access required / Indiquer le type d'accès requis		
5. 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Etranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" 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 <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TREAS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TREAS SECRET <input type="checkbox"/>
TREAS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TREAS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TRÉS SECRET <input type="checkbox"/>	

TBS/ICT 350-103(2004/12)

Security Classification / Classification de sécurité

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du Canada

Gouvernement
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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

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Security Classification / Classification de sécurité

UNCLASSIFIED

Canada

Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
North York-DCIS

Security Classification / Classification de sécurité
UNCLASSIFIED

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					
				CONFIDENTIAL	SECRET	TOP SECRET	RESTRICTED NATO DIFFUSION Restreinte	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
	A	B	C								A	B	C			
Information / Assets Renseignements / Biens		<input checked="" type="checkbox"/>														
Production																
IT Media / Support TI		<input checked="" type="checkbox"/>														
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Security Classification / Classification de sécurité
UNCLASSIFIED

Canada