



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

<p>See Section 1. Voir Section 1.</p>
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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.

<p>Solicitation No. - N° de la demande <b>5000068691</b></p> <p>Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___</p>	<p>Amendment No. - N° de modification</p>
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<p>Solicitation closes – La demande prend fin :</p> <p>at – à See Section 1 Voir Section 1</p> <p>on – le See Section 1 Voir Section 1</p>	<p>File No. - N° de dossier</p> <p><b>5000068691</b></p>
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<p>Date of Solicitation – Date de la demande</p> <p><b>October 7th, 2022</b></p>
<p>Address inquiries to – Adresser toute demande de renseignement à :</p> <p><b>See Section 2, Article 4.1.</b> <b>Voir Section 2, Article 4.1</b></p>
<p>Destination</p> <p><b>See Section 2, Annex A.</b> <b>Voir Section 2, Annexe A.</b></p>

#### 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.**

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

## TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

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

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

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

This is not a Manufacturer Product Specific Procurement.

#### **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 PSIB**

##### **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.

**Bid Evaluation**

An evaluation team composed of representatives of Canada will evaluate the bids.

<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:	October 18 <sup>th</sup> , 2022 2:00pm EDT
<b>To e-mail address:</b>	soumissionsbids@ec.gc.ca
<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.	4 business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

1.	<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.	
2.	<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>X 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>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	<b>There is no security requirement associated with this contract.</b>
3.	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	<b>Name:</b>	Naomi Gautier
	<b>Title:</b>	Team Manager
	<b>Department/Agency/Crown Corporation:</b>	Environment Climate Change Canada
	<b>Address:</b>	200 boul. Sacré-Cœur, Gatineau, Québec, Canada K1A 0H3
	<b>Telephone No.:</b>	343-633-1524
	<b>E-mail address:</b>	naomi.gautier@ec.gc.ca
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</i>	

	<i>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>	
	<b>Name:</b>	
	<b>Title:</b>	
	<b>Department/Agency/Crown Corporation:</b>	
	<b>Address:</b>	
	<b>Telephone No.:</b>	
	<b>E-mail address:</b>	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 6 below.	
5.	<b>Method of Payment</b>	
	The checked box applies.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	<b>Invoicing</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <i>[To be completed at contract award]</i>	
	Address:	
<b>Supplemental General Conditions:</b> <i>please refer to the WTCM for the full text</i>		
<b>*New</b>	<b>ID 4013</b> - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.	
<b>*New</b>	<b>ID 4014</b> - Suspension of the work apply to and form part of the Contract.	

**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 5. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

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

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

**NSA:**

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

The requirement includes the following category (ies) of work:

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture

**RULE:** Metal Storage

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

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

c.  Category 3 – Metal Filing and Storage Cabinets

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

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

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

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

g.  NSA Product(s) – Category(ies): \_Categories 1, 6

## 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): 1b, 2, 5

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 1B</b>							
1	1bCPSXXSXXL54XFANN N	Privacy Screens  See description below	24	Yes		\$	\$
2	1bSPBMCAA1524XXYK XX	Pedestals Box/File  15x24 (WxH) See description below	25	Yes		\$	\$
<b>Category 2</b>							
3	2WSSREXXL24L54BELX X	Individual Height Adjustable Work Surfaces – Sit/Stand  24x54x23-48.7 (WxLxH) See description below	1	Yes		\$	\$
4	2WSSREXXL24L72BELX X	Individual Height Adjustable Work Surfaces – Sit/Stand  24x72x23-48.7 (WxLxH) See description below	3	Yes		\$	\$
5	2WSSREXXL30L54BELX X	Individual Height Adjustable Work Surfaces – Sit/Stand  30x54x23-48.7 (WxLxH) See description below	24	Yes		\$	\$
6	2WSSREXXL30L66BELX X	Individual Height Adjustable Work Surfaces – Sit/Stand  30x66x23-48.7 (WxLxH) See description below	2	Yes		\$	\$
<b>Category 5</b>							
7	5MOADUARMCLPMTX XXXX	Monitor Arms  -Dual arm -Clamp mount See description below	25	Yes		\$	\$
8	5TLTDSKBAACPWRXXX XX	Task Light  -Desk base -AC power See description below	27	No		\$	\$
9	5PMOWKSMTACUSBX XXXX	Power Module  -Work surface mounted -AC and USB power	25	Yes		\$	\$

		See description below				
<b>**Provide additional information:</b>						
Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.						
<b>NSA products</b>						
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	NON-SA Product(s)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
10	Modular Benching Interconnectable (Laminate) See description below	6	Yes		\$	\$
11	Electric Fence See description below	1	Yes		\$	\$
				Product Total		\$

**Description of item – Category 1B****Item #1: Privacy Screen**

Work Surface Mounted, in fabric, 54’’L

Privacy panels must be attached to tables of 30’’ depth. Panels must be 54 inches long and a minimum height of 24 inches. The part of the panels above the table must be at least 20 inches high.

Panels must be fabric. The fabric should have moisture, stain and odor resistant properties.

The seams of the upholstery should be straight and flush with the frame. Upholstery fabric or mesh fabric should have no wrinkling or stretching.

They must be fabricated with a rigid wood, metal or plywood frame and finished to the requirements detailed in the AMA.

**Item #2 : Pedestals Box/File**

The pedestal must be lockable with a key. 2 keys per box must be provided. The locks must be unique and a master key must be given to the departmental representative during installation.

Pedestals must have a padded fabric cushion on top.

The pedestals must have skids underneath to facilitate movement.

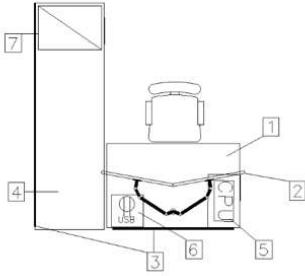
Pedestals must have 2 drawers. The 2 drawers must be locked simultaneously with the same key.

The height of the pedestals must not exceed 28 inches



**Description of item – Category 2**

Workstation example image



1	Individual height-adjustable work Surfaces, 30 inches deep with cables management system
2	Dual Monitor Arm
3	Privacy panels fabrics fixed on table of 30 inches deep (item I) et frosted glass privacy partitions on table of 24 inches deep
4	Individual height-adjustable work (item J) OU Connectable modular counter-type work Surfaces, 24 inches deep with cables management system
5	Computer Processor Unit Support (CPU) n/a
6	Power module
7	Pedestal box

**Item #3, 4, 5 and 6: Individual Height Adjustable Work Surfaces – Sit/Stand**

Tables must be electrically adjustable and laminate. They must allow height adjustment between 23 and 48.7 inches.

The control mechanism must be able to store at least 2 adjustments in memory. The control mechanism should be positioned to allow the user to adjust the tables easily. The mechanism must be installed on the front of the table on the right or left side, depending on the layout of the workstation.

Dimensions:

Item #3 = 24Dx54W

Item #4 = 24DX72W

Item #5=30DX54W

Item #6= 30DX66W

**Description of items – Category 5****Item #7 Monitor Dual-Arms**

Double articulated stand for computer screens from 23 to 28 inches. The articulated arms stand shall be clamped in place and shall not require tools to be moved. Stand shall allow adjustment of monitor position without tools. Stand shall allow for stacked and/or aligned monitor configuration.

**Item #8 - Task Light**

The lamps must be installed and connected by the supplier.

**Item #9 - External Power Module**

Must be above the surface, on tables 30 inches deep (1 per table). Must have the following features:

2 electrical outlets

1 USB A type plug

1 USB C type plug

**Description of items - Category NON-SA****Item #10: Modular Benching Interconnectable (Laminate)**

### 3 work Surface Long

The length of each surface should be 72 inches and the depth 24 inches. 1 is mirrored (double, for 6 workstations) and 5 are open sided (single, for 3 workstations).

Surfaces should be laminate. Counter-type work surfaces should include privacy partitions between users. Partitions must be securely attached to the work surface and must not exceed the width, length and depth of the work surface to which they are attached, depending on the side to which they are attached.

Privacy screens must be between 20 and 24 inches high. Privacy screens must be frosted glass.

### Item #11: Electric fence

A cable management system must be included. The cables must be concealed and must allow the electrification of all workstations. The vertical cable routing system must conceal the cables between the cable tray of the tables and the entry point in the wall or ceiling. The supplier is responsible for ensuring that it has all the parts required for the electrification of all workstations. The columns must have an internal separation for the passage of network cables.

For all tables and work surfaces, the supplier must supply and install a cable management system which must include the following items:

- Power bar with 6 sockets fixed under each table and modular benching
- Under surface cable management channel
- Articulated and flexible cable management system along the base

Work surfaces and tables should have accessories for routing cables, such as grommets. The grommets should be at the bottom of the surface.

**Table 2 – Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 11	Environment Climate Change Canada  45 Alderney Drive, Dartmouth NS, B2Y 2N6  Floor: 17	2022-12-01 – 2023-02-28	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  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or	Supplier will install as per below**	Firm Lot Price \$

			Outside Normal Business Hours *		
1 to 11	Environment Climate Change Canada  45 Alderney Drive, Dartmouth NS, B2Y 2N6  Floor: 17	2022-12-01 – 2023-02-28	Normal	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

**Table 4 – 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	<b>Loading Dock/Location</b>	
A	Location	45 Alderney Drive, Dartmouth NS, B2Y 2N6
B	Dock	No loading dock, only a loading zone located on Ochterloney Street.
C	Lift	Does not exist
D	Door	Standard person door (83”(H) x 34 ½”(W)). All palletized items will need to be broken down to fit through the door.
E	Freight Elevator	Located in main lobby of building,
F	Other (specify, if any)	<p>There is a loading zone located on the Ochterloney side of the building. There is no loading dock. Palletized items will need to be broken down to fit through a single, standard person door. There is a freight elevator that will be reserved by the project manager or technical authority at the time of advanced and agreed upon delivery/installation date(s).</p> <p>All packaging material must be brought back and recycled by the supplier.</p>
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	<b>Integrity Provisions</b>	

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

\* Applicable taxes extra.

**Table 6 – Bidder's Authorized Representative**

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

**Product Category: 3****Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID			
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 3</b>							
1	3FLT3DXXPM36D18XXX S	Filing Cabinet - lateral  -3 drawers -Painted metal -Keyless 36x18 (WxD) See description below	15	Yes		\$	\$
2	3LSL1HXXPM18D18XHX S	Storage Lockers – storage locker  -1 high -painted metal -Keyless -18x18x48-54 (WxDxH) See description below	36	Yes		\$	\$
<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.							

**Description of items - Category 3****#1 - Filing Cabinets**

Lateral filing cabinet 36 x18, 3 drawers, with one digital combination lock per drawer.

Filing cabinets shall be painted metal.

Procedures for using the lock modules shall be provided to the departmental representative at the time of installation. 2 master keys to open all file cabinets shall be provided to the Departmental Representative.

If the lock module is battery operated, batteries must be included. If the lock module does not have batteries, at least one charger must be provided to the departmental representative.

**# 2 - Storage Lockers**

Width of 18 inches, depth of 18 inches and height of 54 inches.

Lockers must be lockable with digital combination. Procedures for the use of the locking modules must be provided to the departmental representative at the time of installation. 2 master keys to open all lockers must be provided to the departmental representative. If the lock module is battery operated, the batteries must be included. If the lock module does not have batteries, at least one charger must be provided to the departmental representative.

Lockers must have a clothes bar or two hooks and at least one (1) shelf. The height of the shelf shall be adjustable without tools.

Lockers must be made of painted metal.

Lockers must be leveled and secured together.

**Table 2 – Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 2	Environment Climate Change Canada  45 Alderney Drive, Dartmouth NS, B2Y 2N6  Floor: 17	2022-12-01 – 2023-02-28	Normal	_____ : weeks  <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 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.</p>				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1 to 2	Environment Climate Change Canada  45 Alderney Drive, Dartmouth NS, B2Y 2N6  Floor: 17	2022-12-01 – 2023-02-28	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>				Installation Total:	\$

**Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

1.	Standard Finishes
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.

	<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>	<p><b>Canada's Facilities to Accommodate the Delivery</b>  <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	45 Alderney Drive, Dartmouth NS, B2Y 2N6
B	Dock	No loading dock, only a loading zone located on Ochterloney Street.
C	Lift	Does not exist
D	Door	Standard person door (83"(H) x 34 1/2"(W)). All palletized items will need to be broken down to fit through the door.
E	Freight Elevator	Located in main lobby of building,
F	Other (specify, if any)	<p>There is a loading zone located on the Ochterloney side of the building. There is no loading dock. Palletized items will need to be broken down to fit through a single, standard person door. There is a freight elevator that will be reserved by the project manager or technical authority at the time of advanced and agreed upon delivery/installation date(s).</p> <p>All packaging material must be brought back and recycled by the supplier.</p>
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

\* Applicable taxes extra.

**Table 6 – Bidder's Authorized Representative**

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:

	E-Mail:
	PBN:
	SA #:



**Product Category: 6****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 6</b>							
1	6MMTSMRELL30L54W NNX	Meeting and Training Room Tables  30x54x29 (WxLxH) See description below	2	Yes		\$	\$
2	6MMTSMRELL30L60W NNX	Meeting and Training Room Table30x60x29 (WxLxH) See Description below	1	Yes		\$	\$
3	6MMTMDREOL36L72W YNX	Meeting and Training Room Tables  36x72x29 (WxLxH) See description below	5	Yes		\$	\$
4	6MMTMDREOL36L84W YNX	Meeting and Training Room Tables  36x84x29 (WxLxH) See description below	1	Yes		\$	\$
5	6CCTVAROPL36XXXJNX X	Coffee Table See description below	1	Yes		\$	\$
6	6CNTCHREGLW8606UY XX	Narrow Side Tables See description below	1	Yes		\$	\$
7	6SBBTHXXLUW5G19LM NN	Banquette with backrest bolster See description below	2	Yes		\$	\$
8	6SLCWAXXFUXXXXXMX XX	Lounge Chairs See description below	2	Yes		\$	\$
9	6SSOTWXXLUW4XXXQN NY	Sofas See description below	1	Yes		\$	\$
10	6STCWRXXLUXXXXXXN NX	Tablet Chairs – right See description below	6	Yes		\$	\$
11	6STCWLXXLUXXXXXXN X	Tablet Chairs – left See description below	2	Yes		\$	\$
12	6SUOPRXXLUXXXXXLNN N	Upholstered Ottoman See description below	3	Yes		\$	\$
13	6SMORBXXLU25G19LY NN	Modular Benching See description below	8	Yes		\$	\$
14	6SMPRBXXLU25G19LYN N	Modular Benching with Power/Data Side Table See description below	2	Yes		\$	\$
15	6LWBFWWSXXXXXXX NNN	Free Standing Mobile White Boards	1	Yes		\$	\$

16	6KBSBHxxSY15XXXROYX	Bar Stools See description below	7	Yes		\$	\$
<b>**Provide additional information:</b> Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
<b>NSA products</b> The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.							
Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	NON-SA Product(s)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$	
17	Meeting and training room table See description below	1	Yes		\$	\$	
18	Island for filing cabinets (144W x 36D 43H) See description below	1	Yes		\$	\$	
19	Island for filing cabinets (72W x 18D 43H) See description below	3	Yes		\$	\$	
					Product Total		\$

**Description of items - Category 6**

**Item #1: Meeting Tables**

Dimensions: 30Dx54W  
 Shape: rectangular  
 Support: Post-Legs  
 Table tops must be laminate

**Item #2: Meeting Tables**

Dimensions: 36Dx66W  
 Shape: rectangular  
 Support: Post-Legs  
 Must include a module for power and data. The power supply module must have 2 electrical outlets, 2 DATA and 1 HDMI.  
 Table tops must be laminate

**Item #3: Meeting Tables**

Dimensions: 36Dx72  
 Shape: rectangular  
 Support: Post legs  
 Must include a module for power and data. The power supply module must have 2 electrical outlets, 2 DATA and 1 HDMI.  
 Table top must be laminate

**Item #4: Meeting Tables**

Dimensions: 36Dx84

Shape: rectangular

Support: Post legs)

Must include a module for power and data. The power supply module must have 2 electrical outlets, 2 DATA and 1 HDMI.

Table top must be laminate

**Item #5: Coffee Table**

Diameter: 36 inches

Shape: Round

Height: Between 14 and 21 inches

Table top must be laminate

**Item #6: Narrow Side Table**

Dimensions: 66Wx17Dx42H

Shape: Rectangular

Support: End Gable

Must include a module for power and data. The power supply module must have 2 electrical outlets, 2 DATA

**Item #7: Banquette with backrest bolster**

Dimensions: 3 places with Medium back. The depth, including backrest, must be between 22 and 28 inches, The width must be between 70 and 75 inches.

Support: Legs

The seat and back should be vinyl. The upholstery of the bench must have properties of resistance to moisture, stains and odors.

No armrest required.

**Item #8: Lounge Chairs**

With armrest

Support: Legs

**Item #9: Sofa**

Dimensions: Width between 60 and 72 inches, Depth do not exceeds 28 inches.

No backrest, with armrest

Support: Legs

**Item #10 and #11: Chairs with armrest-tablet (right)**

The armchairs must be offered in a one-seater version, in fabric, with a fixed base and be equipped with armrests and a tablet.

The back and seat cushions must be fixed.

Seat depth must be at least 18 inches.

The shelf must be fixed and able to pivot at least 270° on its axis or be able to unfold and fold down. The shelf must be laminate.

The coating of the armchairs must have properties of resistance to humidity, stains and odours.

*Example image for items #10 and #11:*



**Item #12: Upholstered Ottoman**

Shape: Round

Diameter: between 15 and 18 inches

Height: Between 17 and 19 inches

The upholstery of stools should have moisture, stain and odor resistant properties.

**Item #13 - Modular bench (Paired with and #14)**

Dimensions: The width must be between 35 and 39 inches. The depth, including backrest, do not exceed 28 inches.

Shape: Rectangular

Support: Legs

With medium back, no armrest

**Item #14: Modular Benching with Power/Data Side Table (Paired with item #13)**

Dimensions: The width must be between 35 and 39 inches. The depth do not exceed 28 inches.

Shape: Rectangular

Support: Legs

The power supply module must have 2 electrical outlets, 2 DATA

**Item 15: Whiteboard**

Free-standing whiteboard with adjustable shelves for holding markers and erasers, without exceeding three inches from whiteboard surface. Example provided below:



**Item #16: Bar Stool**

Bar height, 32 inches

The depth of the stools should be between 15 inches and 17 inches.

Support: Sled base

Stools must be made of polymer

**Description of items - Category NON-SA**

**Item 17: Meeting and Training Room table**

Rectangular table with a pedestal base for banquet seating. Dimensions of 36" depth, 72" long with a height of 29". Work surface should be laminate.

**Item #18 : Island for filing cabinets**

D-Top laminate surface (covering 2x2 bank of lateral cabinets) is required

Support: Cantilever (One end) & Pedestal Base (one end)

Dimensions: 144W x 36D 43H

*Image for example:*



**Item #19 : Island for filing cabinets**

Dimensions: 72W x 18D x 43H

Filing laminate topper; as per drawing, two waterfall ends, wraps/covers 4 cabinets, along with opening for two chairs in centre. Height of cabinets dependant on category 3 specs. Counter will likely be in three pieces to make up expanse. Depth of 18"; No overhang on the front as to not interfere with filing functionality.

*Image for example:*



**Table 2 – Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 19	Environment Climate Change Canada  45 Alderney Drive, Dartmouth NS, B2Y 2N6  Floor: 17	2022-12-01 – 2023-02-28	Normal	_____ : weeks  <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 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.</p>	Delivery Total:	\$
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**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1 to 19	Environment Climate Change Canada  45 Alderney Drive, Dartmouth NS, B2Y 2N6  Floor: 17	2022-12-01 – 2023-02-28	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>				Installation Total:	\$

**Table 4 – 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	45 Alderney Drive, Dartmouth NS, B2Y 2N6
B	Dock	No loading dock, only a loading zone located on Octerloney Street.
C	Lift	Does not exist
D	Door	Standard person door (83"(H) x 34 ½"(W)). All palletized items will need to be broken down to fit through the door.

E	Freight Elevator	Located in main lobby of building,
F	Other (specify, if any)	There is a loading zone located on the Ochterloney side of the building. There is no loading dock. Palletized items will need to be broken down to fit through a single, standard person door. There is a freight elevator that will be reserved by the project manager or technical authority at the time of advanced and agreed upon delivery/installation date(s).  All packaging material must be brought back and recycled by the supplier.
<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 5 - 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>Total Evaluated (Bid) Price* (1 + 2 + 3) <i>[to be removed at contract award]</i></b>	\$
5	<b>Contract Price(1 + 2 + 3): <i>[applicable at contract award only]</i></b>	\$
6	<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
7	<b>Total Estimated Cost (5 + 6): <i>[applicable at contract award only]</i></b>	\$

\* Applicable taxes extra.

**Table 6 – Bidder's Authorized Representative**

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

**ANNEX B**  
**SECURITY REQUIREMENTS**

The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.





Contract Number / Numéro du contrat [REDACTED]
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Environment Climate Change Canada		2. Branch or Directorate / Direction générale ou Direction CSFB - ARPSD - Facilities Atlantic
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD
4. Brief Description of Work / Brève description du travail Supply and install systems furniture for the 17th Floor Unassigned Seating Pilot Project, located at 45 Alderney Dr, Dartmouth NS B2Y 2N6, by March 15th, 2023, as per floorplan and SOW inclosed.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: [REDACTED]	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: [REDACTED]	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: [REDACTED]
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Contract Number / Numéro du contrat [REDACTED]
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : [REDACTED]

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 : [REDACTED]

Document Number / Numéro du document : [REDACTED]

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

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

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<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 : [REDACTED]

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

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

**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

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?

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

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



Contract Number / Numéro du contrat
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							
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET		
											A	B	C					
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

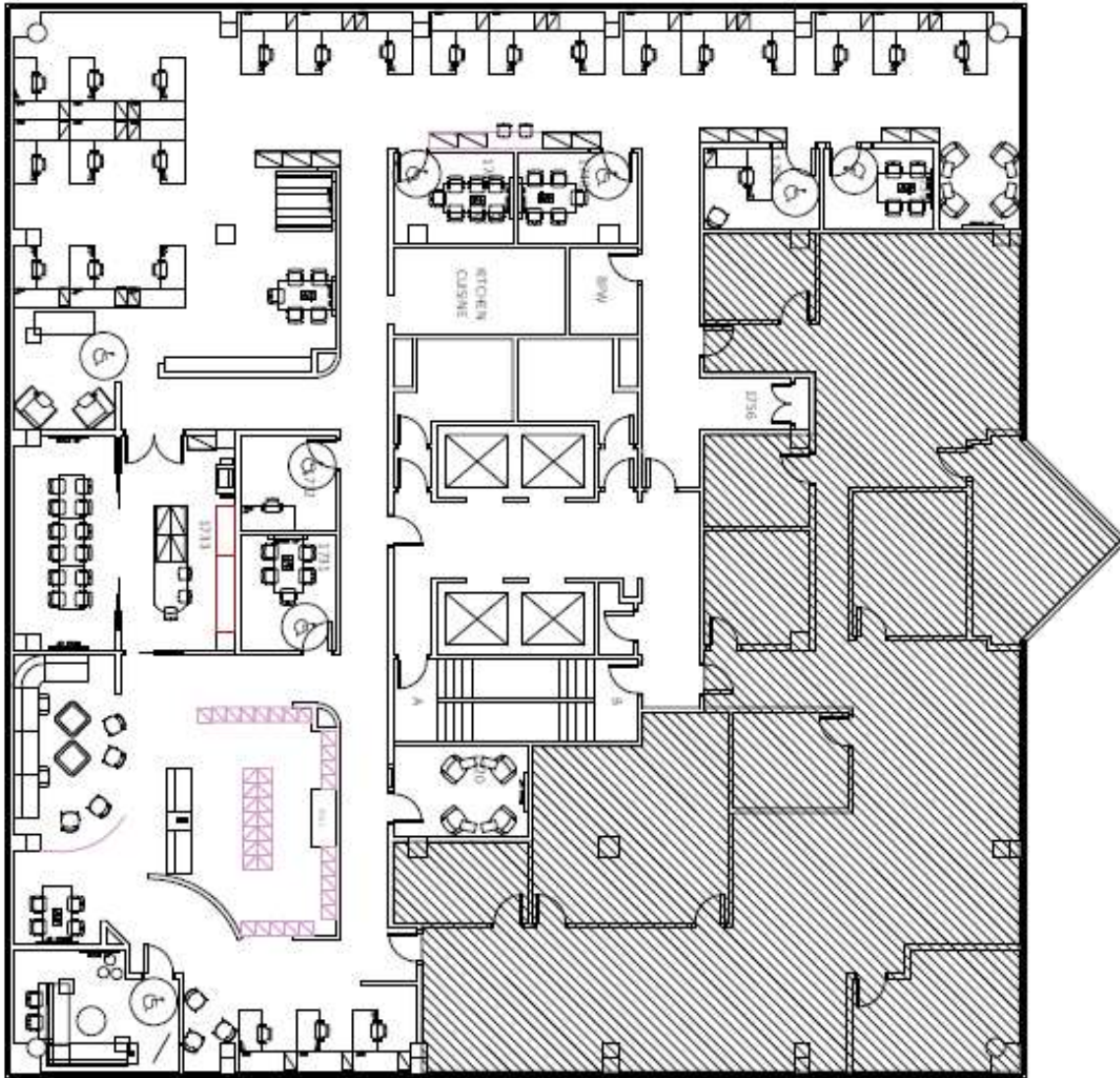
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

ANNEX C  
FLOOR PLAN(S)



- 24 WORKSTATIONS  
 1 UNASSIGNED CLOSED OFFICE  
 1 QUIET ROOM (1 to 2 pers.)  
 3 CONFERENCE ROOM - 4 to 5 pers  
 1 CONFERENCE ROOM - 7 pers.  
 1 "TEAM COLLABORATION" - 8-11 pers.  
 1 STORAGE AREA  
 1 BENCH - 4 pers.  
 5 COLLABORATION AREA - 3-4 pers.  
 17 FILING CABINETS  
 36 LOCKERS
- 24 POSTES DE TRAVAIL  
 1 BUREAU FERMÉ ATTRIBUÉ  
 1 SALLE TRANQUILLE (1-2 pers.)  
 3 SALLES DE CONFÉRENCE - 4-5 pers  
 1 SALLE DE CONFÉRENCE - 7 pers.  
 1 COLLABORATION EN ÉQUIPE - 8-11 pers.  
 1 ESPACE DE RANGEMENT  
 1 BANC - 4 pers.  
 5 ESPACE DE COLLABORATION - 3-4 pers.  
 17 CLASSEUR LATÉRAL  
 36 CASIER DE RANGEMENT

**ANNEX D**  
**ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

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

**1. Specifications**

See details in Annex A above

**2. Certifications**

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

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

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

\_\_\_\_\_  
Date

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

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

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