



Solicitation No. – N° de l'invitation: 9K001-S25-0103

REQUEST FOR PROPOSAL

**RETURN BIDS TO :
RETOURNER LES
SOUMISSIONS À:**

approvisionnement@dec-ced.gc.ca

Procurement –
Approvisionnement
Canada Economic Development
for Quebec Regions
Développement économique
Canada pour les régions du
Québec
800, René-Lévesque West –
Ouest
Suite – Bureau 500
Montréal (Québec)
H3B 1X9

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Title – Sujet Furniture – Metal lockers	
Solicitation No. – N° de l'invitation 9K001-S25-0103	Amendment No. – N° modif.
Client Reference No. – N° de référence du client 9K001-S25-0103	Date 2024-04-22
Financial Code(s) – Code(s) financier(s) B12501/0120-IS02/605004/509001/XXXXXXXX/E B12501/0120-IS02/605004/506004/XXXXXXXX/E B12501/0120-IS02/605004/507009/XXXXXXXX/E	
File No. – N° de dossier 9K001-S25-0103	CCC No./N° CCC – FMS No./N° VME
Solicitation closes – L'invitation prend fin at – à 2 :00 PM on – le 2024-05-07	Time Zone Fuseau horaire EST / HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to – Adresser toutes questions à : Nora Haimani	
Telephone No. – N° de téléphone : 438-458-3165	Fax No. – N° de fax
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction: Canada Economic Development for Quebec Regions 800, René-Lévesque West – Ouest Suite – Bureau 500 Montréal (Québec) H3B 1X9	
Delivery required – Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	



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Comments – Commentaires	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 caractère d'imprimerie)
Vendor/Firm Name and address Raison social et l'adresse du fournisseur/de l'entrepreneur	Signature _____ Date _____



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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

This bid solicitation # 9K001-S25-0103 is divided into seven parts plus annexes and, attachments as follows:

- Part 1 General Information:** provides a general description of the requirement;
- Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions:** provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications and Additional Information:** includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, Security requirements check list (SRCL), Bid Evaluation Criteria, the Bid Submission Form and the Certifications.

1.2 SUMMARY

- a. This bid solicitation is being issued to satisfy the requirement of Canada Economic Development for Quebec Regions, (the "client") for the purchase and installation of metal lockers. The requirement is described in Annex A – Statement of work.
- b. There is a security requirement associated with this requirement. For additional information, see Part 6 – Security Requirements, and Part 7 – Resulting Contract Clauses. Bidders should consult the "**Security Requirements on PWGSC Bid Solicitations – Instructions for Bidders**" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.
- c. The contract period extends until **July 31st, 2024**, inclusive.
- d. **For PSIB procurement:** Conditional set-aside (The procurement is open to both Indigenous and non-Indigenous businesses. However, if 2 or more Indigenous businesses submit a bid, then the procurement is set aside under PSIB (only the Indigenous firms who submitted a bid would be assessed)).

1.3 DEBRIEFING

After contract award, 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



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

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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 SACC Manual Clauses

Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:

- a. designates the brand name, model and/or part number of the substitute product;
- b. states that the substitute product is fully interchangeable with the item specified;
- c. provides complete specifications and descriptive literature for each substitute product;
- d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
- e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

2.2 Submission of Bids

Bids must be submitted only to Canada Economic Development (CED) for Quebec Regions by the date and time indicated on page 1 of the bid solicitation.

Bidders must send their bid to the Contracting Authority by email to approvisionnement@dec-ced.gc.ca

2.3 Enquiries - Bid Solicitation

- a. All enquiries must be submitted in writing to the Contracting Authority no later than (3) days 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



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"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

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Note to Bidders: A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. *Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their bid submission.*

2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries – Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.6 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.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a. The bid must be gathered per section and separated as follows:

Section I: Technical Bid (1 electronic copy by email)
Section II: Financial Bid (1 electronic copy by email)
Section III: Certifications (1 electronic copy by email)
Section IV: Additional Information

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

- b. **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- i. use a numbering system that corresponds to the bid solicitation;
- ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iii. Include a table of contents.
- iv. Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)

- c. **Submission of Only One Bid:**

- i. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- ii. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "related" to a Bidder if:
 - a. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - b. they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - c. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or



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- d. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- iii. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

d. Joint Venture Experience:

- i. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third-party N, however, that experience cannot be used because the third-party N is not part of the joint venture that is bidding.

- ii. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.



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That show in total 100 billable days.

- iv. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

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.

Bidders should include the following:

- a) Product data: Standard construction details, material descriptions, dimensions of individual components and finishes should be submitted with the bid.
- b) Drawings: Detailed drawings that indicate elevations, partition modules, materials, components, finishes, door and glazed openings, fastening to adjacent structure, and assembly details and electrical connections should be submitted with the bid.
- c) Should the supporting documentation included in 3a and 3b not be provided with the bid, said documentation will be requested, at which point the Bidder must provide the documentation within two (2) business days following the request. Failure to comply will result in the bid being deemed non-responsive and given no further consideration.

3.3 Section II : Financial Bid

- a. **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive hourly rate in Canadian dollars in each cell requiring an entry in the pricing tables.
- b. **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods.

3.4 Section III : Certifications

Bidders are to submit the certifications required under Part 5 that have not been included in the Technical Bid.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.



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- b. An evaluation team composed of CED representatives will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- c. In addition to any other time periods established in the bid solicitation:
 - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - ii. **Additional time:** If additional time is required by the Bidder, time may be granted at the sole discretion of the Contracting Authority

4.2 Technical Evaluation

- a. **Mandatory Technical Criteria:**
Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- b. The mandatory technical requirements are described in Annex A – Statement of Requirements.

4.3 Financial Evaluation

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

The Bidder must be able to provide a proposal based on a firm all-inclusive hourly rate in accordance with the detailed pricing schedule in Annex B. To meet this requirement, the Bidder must complete the Annex B – Basis of Payment and include it in his financial bid.

4.4 Basis of Selection

4.4.1 Mandatory technical criteria

SACC Manual Clause [A0031T](#), (2010-08-16) – Bases of Selection – Mandatory Technical Criteria

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.



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5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - 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 and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 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.

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 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](http://www.esdc.gc.ca/employment-social-development) website.



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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.

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

1. Before a contract is awarded, the following conditions must be met:
 - a) The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
 - b) The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
 - c) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
 - d) The contractor/offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex « C »
 2. Contract Security Manual (latest edition)

6.2 Requirement

The Contractor must perform the Work in accordance with the Statement of Requirement 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) (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](#) (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All deliverables must be received no later than **July 31, 2024**, and installation services must be completed no later than **July 31, 2024**.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex “B” of the Contract.



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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nora Haimani
Title: Procurement and Contract Agent
Canada Economic Development
for Quebec Regions

Address: 800, boul. René-Lévesque Ouest – Bureau 500
Montréal (Québec) H3B 1X9

Telephone: (438) 346-8484
E-mail address: nora.haimani@dec-ced.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: *[Will be provided at time of Contract award]*

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
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 *[Complete this section]*

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



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6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm 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 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.6.3 Single Payment

SACC Manual clause [CH1000C](#) (2008-05-12) Single Payment

6.6.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

6.6.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

6.7 Invoicing Instructions

Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 SACC Manual Clauses

SACC Manual clause [A3000C](#) (2022-05-12), Indigenous Business Certification



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6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

6.10 Priority of Documents

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

- a) the Articles of Agreement;
- b) [2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity);
- c) Annex A, Statement of Requirements;
- d) Annex B, Base of Payment;
- e) Annex C, Security Requirements Check List;
- f) Annex D, Installation
- g) the Contractor's bid dated _____ (*will be completed upon the award of the contract*).

6.11 SACC Manual Clauses

Excess Goods

SACC Manual Clauses [B7500C](#) (2006-06-16) Excess Goods

Access to Facilities and Equipment

SACC Manual Clauses [B9028C](#) (2007-05-25) Access to Facilities and Equipment

Insurance – No Specific Requirement

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

Government Property

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

6.12 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](#)".



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ANNEX « A »

STATEMENT OF REQUIREMENTS

METAL LOCKERS

1. REQUIREMENT

Canada Economic Development for Quebec regions has a requirement for the supply, delivery and installation of metal lockers as well as the locks to lock them, including 37 larger lockers delivered to Montreal (Qc), 11 slimmer lockers delivered to Drummondville (Qc) and 8 specifically sized lockers delivered to Gatineau (Qc).

2. TECHNICAL REQUIREMENTS

37 larger lockers will be installed in 3 different areas of our DEC - Montreal office, 11 slimmer lockers will be installed in a single area of our DEC – Drummondville office and 8 specifically sized lockers will be installed in a single area of our DEC – Gatineau office.

2.1 Larger metal lockers (Quantity of units required: 37)

The units must meet the following requirements and must include the following features:

- a) Integrated floor and ceiling.
- b) 3 walls.
- c) 1 door.
- d) Freestanding, but must include hardware needed to bolt unit to the floor and/or to the wall.
 - i) In particular, 4 of the units will have to be fixed to the floor, as they will not be placed against a wall.
- e) The unit must be made of a scratch-resistant and durable metal.
 - i) In particular, the floor of the units must be resistant to the salt and other chemicals typically used on roads and sidewalks in the winter.
- f) The door must be equipped with a lock that enables the user to lock the locker. The lock must meet the following criteria:
 - i) The lock must be entirely mechanical/analog. No batteries/electricity should be required.
 - ii) The lock must be a combination lock and not one that only opens using a key.
 - iii) The lock must be unlockable using a « master » key that will be able to unlock all of the unit's locks.
 - iv) The lock's combination must be composed of a letter from A to Z and a number from 0 to 23.
 - v) The combination must be entered using 2 superposed rotating dials.
 - vi) The lock must be fixed to the door in a way that its use is simple and accessible to users with less dexterity to meet accessibility criteria.
- g) The door must be equipped with a handle that enables the user to pull on it for easy opening.
 - i) In particular, this handle can be incorporated to the lock, as long as it provides a good grip to be able to pull on and open the door without the handle/lock slipping from the user's hands.
- h) The unit must include a top shelf, at a distance of 7"-12" from the ceiling of the unit.
- i) The unit must include a bottom shelf, at a distance of 9"-12" from the floor of the unit.
- j) External dimensions can vary between 14-16" x 18-20" x 66-78" W x D x H
- k) The units can be ganged together to form 2 or 3-door groups. However, it must be taken into account that the units will be placed in independent groups of adjacent doors in the following manner:
 - i) 2 groups of 2 doors/units
 - ii) 1 group of 5 doors/units



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- iii) 1 group of 6 doors/units
- iv) 2 groups of 7 doors/units
- v) 1 group of 8 doors/units

2.2 Slimmer metal lockers (Quantity of units required : 11)

The units must meet the following requirements and must include the following features:

- a) Integrated floor and ceiling.
- b) 3 walls.
- c) 1 door.
- d) Freestanding, but must include hardware needed to bolt unit to the floor and/or to the wall.
- e) The unit must be made of a scratch-resistant and durable metal.
 - i) In particular, the floor of the units must be resistant to the salt and other chemicals typically used on roads and sidewalks in the winter.
- f) The door must be equipped with a lock that enables the user to lock the locker. The lock must meet the following criteria:
 - i) The lock must be entirely mechanical/analog. No batteries/electricity should be required.
 - ii) The lock must be a combination lock and not one that only opens using a key.
 - iii) The lock must be unlockable using a « master » key that will be able to unlock all of the unit's locks.
 - iv) The lock's combination must be composed of a letter from A to Z and a number from 0 to 23.
 - v) The combination must be entered using 2 superposed rotating dials.
 - vi) The lock must be fixed to the door in a way that its use is simple and accessible to users with less dexterity to meet accessibility criteria.
- g) The door must be equipped with a handle that enables the user to pull on it for easy opening.
 - i) In particular, this handle can be incorporated to the lock, as long as it provides a good grip to be able to pull on and open the door without the handle/lock slipping from the user's hands.
- h) The unit must include a top shelf, at a distance of 7"-12" from the ceiling of the unit.
- i) The unit must include a bottom shelf, at a distance of 9"-12" from the floor of the unit.
- j) External dimensions can vary between 12-14" x 18-20" x 66-78" W x D x H
- k) The units can be ganged together to form 2 or 3-door groups.

2.3 Specifically sized metal lockers (Quantity of units required: 8)

The units must meet the following requirements and must include the following features:

- a) Integrated floor and ceiling.
- b) 3 walls.
- c) 1 door.
- d) Freestanding, but must include hardware needed to bolt unit to the floor and/or to the wall.
- e) The unit must be made of a scratch-resistant and durable metal.
 - i) In particular, the floor of the units must be resistant to the salt and other chemicals typically used on roads and sidewalks in the winter.
- f) The door must be equipped with a lock that enables the user to lock the locker. The lock must meet the following criteria:
 - i) The lock must be entirely mechanical/analog. No batteries/electricity should be required.
 - ii) The lock must be a combination lock and not one that only opens using a key.
 - iii) The lock must be unlockable using a « master » key that will be able to unlock all of the unit's locks.
 - iv) The lock's combination must be composed of a letter from A to Z and a number from 0 to 23.
 - v) The combination must be entered using 2 superposed rotating dials.
 - vi) The lock must be fixed to the door in a way that its use is simple and accessible to users with less dexterity to meet accessibility criteria.
- g) The door must be equipped with a handle that enables the user to pull on it for easy opening.
 - i) In particular, this handle can be incorporated to the lock, as long as it provides a good grip to be able to pull on and open the door without the handle/lock slipping from the user's hands.



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- h) The unit must include a top shelf, at a distance of 13,5" from the ceiling of the unit.
- i) The unit must include a bottom shelf, at a distance of 10,5" from the floor of the unit.
- j) The unit must be mounted on a recessed base 3,5' of height.
- k) Total external dimensions must exactly match those of existing lockers at this location 15" x 18,25" x 75,5" W x D x H
- l) The units can be ganged together to form 2 or 3-door groups.

3. REQUIRED SAMPLES AND FINISHES

The Contractor must provide sealed samples of finishes for the metal. Samples will be used to select finish and color. Samples must be provided at the request of the Contracting Authority before contract award, and must be delivered to the Project Authority within 2 business days of the request. The Project Authority will provide the Contractor with a written notice of the finish choices. The Contractor will deliver the products corresponding to the choice of specific finishes(s).

4. OPERATION AND MAINTENANCE DATA

The Contractor must provide the manufacturer's written instructions for maintenance of operable components and cleaning procedures; these instructions must include name of the original installer and his or her contact information.

5. DELIVERY AND INSTALLATION

5.1 Delivery

- a) Delivery must occur Monday to Friday 8:00 am to 4:00 pm, unless otherwise arranged by the Project Authority.
- b) All deliveries must be scheduled and coordinated with the Project Authority prior to the delivery date.

5.2 Installation

- a) Installation must occur Saturday 8:00 AM to 4:00 PM unless otherwise arranged by the Project Authority.
- b) All installations must be scheduled and coordinated with the Project Authority prior to the installation date.
- c) Installation services must be carried out in accordance with Annex « D ».



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ANNEX « B »

BASIS OF PAYMENT

Table 1 – Product Table

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description of Product	QTY	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1. 1	Larger locker	37			
1. 2	Larger locker (groups of 2)	0 *If offered, subtract from the 37 for the single units			
1. 3	Larger locker (groups of 3)	0 *If offered, subtract from the 37 for the single units			
2. 1	Slimmer locker	11			
2. 2	Slimmer locker (groups of 2)	0 *If offered, subtract from the 11 for the single units			
2. 3	Slimmer locker (groups of 3)	0 *If offered, subtract from the 11 for the single units			
3. 1	Specifically sized locker	8			
3. 2	Specifically sized locker (groups of 2)	0 *If offered, subtract from the 8 for the single units			
3. 3	Specifically sized locker (groups of 3)	0 *If offered, subtract from the 8 for the single units			
4	Locks	56			

**Please provide additional information:

Canada requests that bidders: provide drawings and/or images with descriptive documentation for these products with your bid.



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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 \$
1.1, 1.2, 1.3 and 4	800 René Lévesque Ouest, 5 th floor Montréal, Québec H3B1X9	2024-07-31	Normal	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
2.1, 2.2, 2.3 and 4	1100, boulevard René-Lévesque, office 105 Drummondville J2C 5W4	2024-07-31	Normal	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
3.1, 3.2, 3.3 and 4	165, rue Hôtel de ville, 8 th floor West Gatineau, Québec, J8X 0A3	2024-07-31	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</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 \$
1.1, 1.2, 1.3 and 4	800 René Lévesque Ouest, 5 th floor Montréal, Québec H3B1X9	2024-07-31	Normal	_____ : weeks from date of supply and delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
2.1, 2.2, 2.3 and 4	1100, boulevard René-Lévesque, office 105 Drummondville J2C 5W4	2024-07-31	Normal		
3.1, 3.2, 3.3 and 4	165, rue Hôtel de ville, 8th floor West Gatineau, Québec, J8X 0A3	2024-07-31	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</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:	\$



TOTAL EVALUATED BID PRICE:



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ANNEX « C »

SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat</td> </tr> <tr> <td style="text-align: center;">9K001-S25-0103</td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> </table>	Contract Number / Numéro du contrat	9K001-S25-0103	Security Classification / Classification de sécurité
Contract Number / Numéro du contrat					
9K001-S25-0103					
Security Classification / Classification de sécurité					
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	Développement Économique Canada	2. Branch or Directorate / Direction générale ou Direction Gens, Culture et Milieu de vie			
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 Fournir et installer des casiers métalliques à 3 endroits dans les bureaux de DEC à Montréal ainsi qu'à un endroit dans les bureaux de DEC à Drummondville					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>			
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>			
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :			
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>			
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>			
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>			
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>			
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>			
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
TBS/SCT 350-103(2004/12)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> <tr> <td style="text-align: center;">[Redacted]</td> </tr> </table>	Security Classification / Classification de sécurité	[Redacted]		
Security Classification / Classification de sécurité					
[Redacted]					



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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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : Le fournisseur et employés devront être accompagnés lors des installations des casiers et des travaux.

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / 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	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"/>
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"/>
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"/>
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"/>

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Jacob Pearce-Lance	Title - Titre Coordonnateur Ministériel	Signature PearceLance, Jacob Jacob	<small>Digitally signed by PearceLance, Jacob 2024.03.19 10:24:42 +04'00'</small>
Telephone No. - N° de téléphone 819-360-3446	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel jacob.pearce-lance@dec-qed.gc.ca	Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Michel Boyer	Title - Titre Security Coordinator	Signature Boyer, Michel	<small>Digitally signed by Boyer, Michel 2024.03.19 10:24:42 +04'00'</small>
Telephone No. - N° de téléphone (438) 459-0622	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel michel.boyer@dec-qed.gc.ca /	Date March 19, 2024

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? No Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Nora Haimani	Title - Titre Agente en approvisionnement et contrats	Signature Haimani, Nora	<small>Digitally signed by Haimani, Nora 2024.03.19 10:24:42 +04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Christian David	Title - Titre Directeur ASI	Signature david, christian	<small>Digitally signed by david, christian 2024.03.19 10:24:42 +04'00'</small>
Telephone No. - N° de téléphone 514 242-4627	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel christian.david@canada.ca	Date 20 mars 2024

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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REQUEST FOR PROPOSAL

ANNEX « D »

INSTALLATION

1. Installation Services

The minimum level of service required for product installation is detailed below. The Contractor must:

- a) Install all products in accordance with the manufacturers specifications;
- b) Ensure all other products function properly and make minor adjustment/repairs;
- c) Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
- d) Clean the product once installed;
- e) Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary;
- f) Upon completion of the installation and at the request of the Identified User, the Contractor (or authorized representative) must walk through the installation area with the Identified User to verify the operating condition of all products in accordance with the deficiency procedures.
- g) Install replacements for damaged products, as necessary.

2. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

- a) The Contractor must notify the Identified User when the installation is completed;
- b) The Identified User must arrange for the initial walk-through inspection with the Contractor, no later than three business days after installation is completed;
- c) The Identified User, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every area and forward said list to the Contractor;
- d) Within three business days of receipt of the deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
- e) Within fourteen calendar days from receipt of the deficiency list, the Contractor must submit a plan of action with delivery dates and/or completion dates for all deficiencies other than those identified in point 2.d),
- f) The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.



REQUEST FOR PROPOSAL

FORM A

BID SUBMISSION FORM

<i>(TO BE FILLED IN BY BIDDER)</i>	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i>	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Board of Directors Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
Signature of Authorized Representative of Bidder	Date



REQUEST FOR PROPOSAL

FORM B

SUBSTANTIATION OF TECHNICAL COMPLIANCE FORM

1) Bidders are requested to:

a) indicate opposite each specification under **MANDATORY SPECIFICATIONS**, in the right hand margin under **Comply**, whether or not the booths being offered meet / do not meet the requirements and

b) reference the page number(s) in the provided Technical literature and in the Technical literature, highlight the technical information that supports your compliance with the mandatory specifications below.

2) It will be to your advantage to furnish as much detail as possible to support the specifications your comments / claims of compliance for each specification.

3) The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Bidders should note that failure to demonstrate any capability to which they claim compliance will result in their proposal being considered non-responsive. Any deviation is to be clearly identified and supported with full details.

MANDATORY SPECIFICATION	COMPLY		BIDDER'S RESPONSE Provide details requested and supporting documents with the reference page number
	Yes	No	
REQUIREMENT			
Canada Economic Development for Quebec regions has a requirement for the supply, delivery and installation of metal lockers as well as the locks to lock them, including 37 larger lockers delivered to Montreal (Qc), 11 slimmer lockers delivered to Drummondville (Qc) and 8 specifically sized lockers delivered to Gatineau (Qc).			
TECHNICAL REQUIREMENTS			
Larger lockers			
The units must meet the following requirements and must include the following features:			
a) Integrated floor and ceiling.			pg# _____
b) 3 walls.			pg# _____
c) 1 door.			pg# _____
d) Freestanding, but must include hardware needed to bolt unit to the floor and/or to the wall			pg# _____
i) In particular, 4 of the units will have to be fixed to the floor, as they will not be place against a wall			pg# _____
e) The unit must be made of a scratch-resistant and durable metal			pg# _____
i) In particular, the floor of the units must be resistant to the salt and other chemicals typically used on roads and sidewalks in the winter.			pg# _____
f) The door must be equipped with a lock that enables the user to lock the locker. The lock must meet the following			pg# _____



REQUEST FOR PROPOSAL

criteria.			
i) The lock must be entirely mechanical/analog. No batteries/electricity should be required			pg# ____
ii) The lock must be a combination lock and not one that only opens using a key.			pg# ____
iii) The lock must be unlockable using a « master » key that will be able to unlock all of the unit's locks.			pg# ____
iv) The lock's combination must be composed of a letter from A to Z and a number from 0 to 23.			pg# ____
v) The combination must be entered using 2 superposed rotating dials.			pg# ____
vi) The lock must be fixed to the door in a way that its use is simple and accessible to users with less dexterity to meet accessibility criteria.			pg# ____
g) The door must be equipped with a handle that enables the user to pull on it for easy opening.			pg# ____
i) In particular, this handle can be incorporated to the lock, as long as it provides a good grip to be able to pull on and open the door without the handle/lock slipping from the user's hands.			pg# ____
h) The unit must include a top shelf, at a distance of 7"-12" from the ceiling of the unit.			pg# ____
i) The unit must include a bottom shelf, at a distance of 9"-12" from the floor of the unit.			pg# ____
j) External dimensions can vary between 14-16" x 18-20" x 66-78" W x D x H			pg# ____
k) The units can be ganged together to form 2 or 3-door groups. However, it must be taken into account that the units will be placed in independent groups of adjacent doors in the following manner:			pg# ____
i) 2 groups of 2 doors/units			pg# ____
ii) 1 group of 5 doors/units			pg# ____
iii) 1 group of 6 doors/units			pg# ____
iv) 2 groups of 7 doors/units			pg# ____
v) 1 group of 8 doors/units			pg# ____
Slimmer lockers			
The units must meet the following requirements and must include the following features:			
a) Integrated floor and ceiling.			pg# ____
b) 3 walls.			pg# ____
c) 1 door.			pg# ____
d) Freestanding, but must include hardware needed to bolt unit to the floor and/or to the wall			pg# ____
e) The unit must be made of a scratch-resistant and durable metal			pg# ____
i) In particular, the floor of the units must be			pg# ____



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resistant to the salt and other chemicals typically used on roads and sidewalks in the winter.			
f) The door must be equipped with a lock that enables the user to lock the locker. The lock must meet the following criteria.			pg# ____
i) The lock must be entirely mechanical/analog. No batteries/electricity should be required			pg# ____
ii) The lock must be a combination lock and not one that only opens using a key.			pg# ____
iii) The lock must be unlockable using a « master » key that will be able to unlock all of the unit's locks.			pg# ____
iv) The lock's combination must be composed of a letter from A to Z and a number from 0 to 23.			pg# ____
v) The combination must be entered using 2 superposed rotating dials.			pg# ____
vi) The lock must be fixed to the door in a way that its use is simple and accessible to users with less dexterity to meet accessibility criteria.			pg# ____
g) The door must be equipped with a handle that enables the user to pull on it for easy opening.			pg# ____
i) In particular, this handle can be incorporated to the lock, as long as it provides a good grip to be able to pull on and open the door without the handle/lock slipping from the user's hands.			pg# ____
h) The unit must include a top shelf, at a distance of 7"-12" from the ceiling of the unit.			pg# ____
i) The unit must include a bottom shelf, at a distance of 9"-12" from the floor of the unit.			pg# ____
j) External dimensions can vary between 12-14" x 18-20" x 66-78" W x D x H			pg# ____
Specifically sized lockers			
The units must meet the following requirements and must include the following features:			
a) Integrated floor and ceiling.			pg# ____
b) 3 walls.			pg# ____
c) 1 door.			pg# ____
d) Freestanding, but must include hardware needed to bolt unit to the floor and/or to the wall			pg# ____
e) The unit must be made of a scratch-resistant and durable metal			pg# ____
i) In particular, the floor of the units must be resistant to the salt and other chemicals typically used on roads and sidewalks in the winter.			pg# ____
f) The door must be equipped with a lock that enables the user to lock the locker. The lock must meet the following			pg# ____



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criteria.			
i) The lock must be entirely mechanical/analog. No batteries/electricity should be required			pg# ____
ii) The lock must be a combination lock and not one that only opens using a key.			pg# ____
iii) The lock must be unlockable using a « master » key that will be able to unlock all of the unit's locks.			pg# ____
iv) The lock's combination must be composed of a letter from A to Z and a number from 0 to 23.			pg# ____
v) The combination must be entered using 2 superposed rotating dials.			pg# ____
vi) The lock must be fixed to the door in a way that its use is simple and accessible criteria to users with less dexterity to meet accessibility criteria.			pg# ____
g) The door must be equipped with a handle that enables the user to pull on it for easy opening.			pg# ____
i) In particular, this handle can be incorporated to the lock, as long as it provides a good grip to be able to pull on and open the door without the handle/lock slipping from the user's hands.			pg# ____
h) The unit must include a top shelf, at a distance of 13.5" from the ceiling of the unit.			pg# ____
i) The unit must include a bottom shelf, at a distance of 10.5" from the floor of the unit.			pg# ____
j) The unit must be mounted on a recessed base 3,5' of height.			pg# ____
k) External dimensions must exactly match those of existing lockers at this location 15" x 18,25" x 75,5" W x D x H			pg# ____