



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Soumission Bid <soumissionbid@sac-isc.gc.ca>

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-120001/G.

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-120001/G.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à 13:00 on – le July 25, 2024	File No. - N° de dossier
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No of Page/ 30
N° de page

Date of Solicitation – Date de la demande July 12, 2024
Address inquiries to – Adresser toute demande de renseignement à : allaa.shaat@sac-isc.gc.ca
Destination Gatineau, Québec, Canada

Instructions:

Municipal taxes are not applicable.

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

Instructions:

Les taxes municipales ne s'appliquent pas.

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

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

Medium Complexity Bid Solicitation and Resulting Contract Template (MC) for Office Seating

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security associated with this requirement.

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

1.2 Requirement

This solicitation is issued pursuant to the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this solicitation. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this solicitation.

The requirement is detailed under Annex A of the resulting contract clauses.

1.3 General or Procurement Strategy for Indigenous Business (PSIB)

This requirement is a:

General Stream Procurement

The requirement is subject to all applicable trade agreements as identified in the Notice of Proposed Procurement (NPP).

PSIB Stream Procurement

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Aboriginal business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.4 Canadian Content

The requirement is limited to Canadian goods.

1.5 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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.

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.

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

2.2 Submission of Bids

2.2.1 Bids must be submitted only to Indigenous Services Canada (ISC) by the date, time and place indicated on page 1 of the bid solicitation.

2.2.2 Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.2.3 Bids transmitted by .zip files will not be accepted.

2.2.4 Hyperlinks within bids will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

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

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications and Additional Information

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

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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.

Section II: Financial Bid

Bidders must submit their Financial Bid in accordance with the Basis of Payment.

3.1.1 Exchange Rate Fluctuation

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

Section III: Certifications and Additional Information

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Evaluation Criteria

Mandatory Technical Criteria (MTC)		
Criteria #		MET/ NOT MET & COMMENTS
MTC 1	<p>The Bidder must provide the chairs as described at Annex A of this solicitation.</p> <p>To demonstrate compliance with MTC 1, the Bidder must comply with the chairs builder</p> <p>Canada is requesting bidders to provide drawings and/or pictures including descriptive literature for these products with the bid submission.</p>	
MTC 2	<p>Canada is requesting bidders to allow the choice of material colors.</p> <p>The color of the seat is black seat and mesh color options.</p>	

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

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

4.2 Basis of Selection

SACC Manual clause [A0031T](#) (2010-08-16) Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Additional Information

Integrity checks were performed on each Supplier at time of issuance of their respective Supply Arrangement (SA). By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

5.1.2 Product Conformance

By submitting a bid, the Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A and to the Specifications of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

5.1.3 Continuance of Certifications

The Bidder certifies that by submitting a bid in response to this solicitation, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications submitted with its arrangement to become qualified as part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

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 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Price Certification

This certification applies to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favored customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favored customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

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

6.1.1 There is no security requirement applicable to the Contract.

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

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

6.2 Requirement

6.2.1 The Contractor must provide office seating in accordance with the Requirement at Annex A.

This contract is issued against the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this contract.

6.2.2 This requirement is a

General Stream

PSIB Stream

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.](#)

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."

Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as

directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

Section 32 entitled Anti-forced labour requirements

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the *Customs Tariff – Schedule* (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the *Customs Tariff – Schedule* as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
 - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US *Trade Facilitation and Trade Enforcement Act* (TFTEA) of 2015; or
 - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the *Criminal Code* or the *Immigration and Refugee Protection Act*:

Criminal Code

 - i. section 279.01 (Trafficking in persons);
 - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
 - iii. subsection 279.02(1) (Material benefit - trafficking);
 - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
 - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
 - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or

Immigration and Refugee Protection Act

 - vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).

6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
 - i. in the case of a conviction, whether the court acted within its jurisdiction;
 - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
 - iii. whether the court's decision was obtained by fraud; or
 - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the completion and acceptance of the Work.

6.4.2 Delivery Date

All the deliverables must be received as indicated at Annex B.

6.4.3 Shipping Instructions

If delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

6.4.4 Delivery and Installation Points Location(s)

Delivery and Installation of the requirement will be made at the point(s) specified at Annex B of the Contract.

The Project Authority (PA) will provide the Supplier the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery and installation time provided by the Supplier. Canada will not be responsible if the Supplier chooses to proceed without the PA authorization.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Allaa Shaat
Title: Procurement Officer
Department: Indigenous Services Canada
Address: 10 Wellington St, Gatineau, QC, K1A 0H4
E-mail address: allaa.shaat@sac-isc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be completed at contract award)*

Name: _____
Title: _____
Organization: Indigenous Services Canada
Address: _____

Telephone: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract 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. 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.

In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).

6.5.3 Contractor's Representative

The Contractors Representative for the Contract is: *(to be completed at contract award)*

Name: _____
Title: _____

Telephone: _____
E-mail address: _____

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 price, as specified in Annex B – Basis of Payment, for a cost of \$_____ *(to be filled in only 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 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

6.6.3 SACC Manual Clauses

SACC Manual clause C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

6.6.4 Electronic Payment of Invoices – Contract

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment. Refer to Supplier's SA.

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. 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.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario (or as determined by the bidder) *[to be completed at contract award]*.

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 of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2022-12-01) – General Conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Other requirement;
- (g) the Contractor's bid dated _____ *(to be completed at contract award)*.

6.11 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.12 Canada's Facilities to Accommodate the Delivery

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.

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

6.13 Standard finishes

The Identified User (IU) will consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.

Within five 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.

The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

6.14 SACC Manual Clauses

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

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [B4003T](#) (2011-05-16), Canadian General Standards Board – Standards

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

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

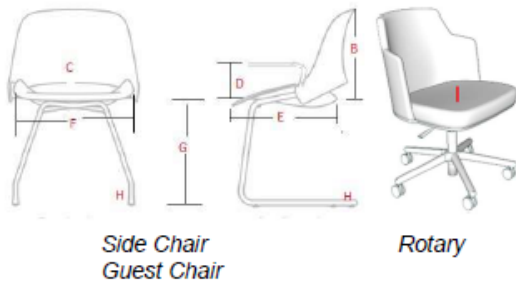
ANNEX A REQUIREMENT



A1 CHAIR TYPE:	Quantity Required:
<input checked="" type="checkbox"/> ROTARY CHAIR <input type="checkbox"/> ROTARY STOOL	320
Instructions to Users: <ul style="list-style-type: none"> Choose the attributes (<input type="checkbox"/> → <input checked="" type="checkbox"/>) that must be included for your requirement. Use 1 builder per type of chair. Note: if more than 1 "*" is chosen then all attributes will be considered acceptable for the requirement. 	

Criteria	Requirement Choices	Annex A reference:								
<i>Environmental</i>	* All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 * All plastic components are recyclable at the end of their life.	1.2.8								
<i>Weight Capacity</i>	* Standard (up to 275 lbs) <input type="checkbox"/> Large-occupant (275+ lbs up to 400 lbs)	1.5.7								
<i>Usage</i>	<input type="checkbox"/> Single shift * 24/7 (3 continuous working shifts, 7 days a week)	1.5.2 1.7.1.3								
A <i>Headrest</i>	<input type="checkbox"/> No preference <input type="checkbox"/> Yes (adjustable) * No	2.1.13								
B <i>Backrest Height</i>	* Standard <input type="checkbox"/> High <input type="checkbox"/> No preference	2.1.7								
C <i>Lumbar Support</i>	<input type="checkbox"/> Fixed position preference * Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No	2.1.6								
D <i>Armrests</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><input checked="" type="checkbox"/> Adjustable</td> <td style="width: 20%;"> * Height Adjustment * Lateral Adjustment * Fully Articulating </td> <td style="width: 20%;"> Armrest Style: * T-arm (DD) <input type="checkbox"/> Fixed * Adjustable → <input type="checkbox"/> Cantilever </td> <td style="width: 40%;"></td> </tr> <tr> <td><input type="checkbox"/> Fixed →</td> <td></td> <td> <input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop * No preference </td> <td>2.1.10</td> </tr> </table>	<input checked="" type="checkbox"/> Adjustable	* Height Adjustment * Lateral Adjustment * Fully Articulating	Armrest Style: * T-arm (DD) <input type="checkbox"/> Fixed * Adjustable → <input type="checkbox"/> Cantilever		<input type="checkbox"/> Fixed →		<input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop * No preference	2.1.10	
<input checked="" type="checkbox"/> Adjustable	* Height Adjustment * Lateral Adjustment * Fully Articulating	Armrest Style: * T-arm (DD) <input type="checkbox"/> Fixed * Adjustable → <input type="checkbox"/> Cantilever								
<input type="checkbox"/> Fixed →		<input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop * No preference	2.1.10							
E <i>Seat Depth</i>	* Adjustable <input type="checkbox"/> Fixed position <input type="checkbox"/> Shallow * Medium <input type="checkbox"/> Deep	2.1.2								
F <i>Seat Width</i>	* Standard based on weight capacity chosen above	2.1.3 2.2.2								
G <i>Seat Height</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Rotary Chair</i></td> <td style="width: 80%;"> * Adjustable – standard range <input type="checkbox"/> Adjustable - low range </td> </tr> <tr> <td><i>Rotary Stool</i></td> <td>Adjustable</td> </tr> </table>	<i>Rotary Chair</i>	* Adjustable – standard range <input type="checkbox"/> Adjustable - low range	<i>Rotary Stool</i>	Adjustable	2.1.4				
<i>Rotary Chair</i>	* Adjustable – standard range <input type="checkbox"/> Adjustable - low range									
<i>Rotary Stool</i>	Adjustable									
H <i>Tilt Mechanism</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Rotary Chair</i></td> <td style="width: 80%;"> <input type="checkbox"/> Multifunction * Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference </td> </tr> <tr> <td><i>Rotary Stool</i></td> <td> <input type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference </td> </tr> </table>	<i>Rotary Chair</i>	<input type="checkbox"/> Multifunction * Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference	<i>Rotary Stool</i>	<input type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference	1.5.11 2.1.8				
<i>Rotary Chair</i>	<input type="checkbox"/> Multifunction * Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference									
<i>Rotary Stool</i>	<input type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference									
I <i>Seat Angle and Backrest-to-seat Angle</i>	Adjustable and lockable (not applicable to weight sensitive tilt mechanisms)	2.1.5 2.1.9								
J <i>Casters</i>	for use on: * carpet <input type="checkbox"/> hard surfaces	2.1.11								
L <i>Footrest (rotary stools only)</i>	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height	2.1.12								

<i>Finishes</i>	Backrest:	<input type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (<i>ie. flexible plastic</i>) <input checked="" type="checkbox"/> Mesh Material	2.1.15
	Seat:	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (<i>ie. flexible plastic</i>) <input type="checkbox"/> Mesh Material	
	Base Frame:	<input type="checkbox"/> Metal <input checked="" type="checkbox"/> Plastic	
<i>Labelling and Instructions</i>	<input checked="" type="checkbox"/> All chairs must be provided with labelling and instructions		1.3.2
<i>Accessibility</i>	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Adjustment levers to be equipped with brail		1.6.3
<i>Additional Criteria</i>	<ul style="list-style-type: none"> ➤ All products must achieve a minimum of ANSI/BIFMA e3 minimum Level® 3 ➤ Product must be certified by an independent third party as compliant with Bifma 3 furniture sustainability standards and have achieved a Level 3 conformance. ➤ Minimum of 4 mesh and upholstery colors, and 2 frame colors. Arm frames and bases must match. 		



A2 CHAIR TYPE	Quantity Required: 175
<input checked="" type="checkbox"/> SIDE CHAIR <input type="checkbox"/> ROTARY GUEST CHAIR	
Instructions to Users:	
<ul style="list-style-type: none"> Choose the attributes (<input type="checkbox"/> → <input checked="" type="checkbox"/>) that must be included for your requirement. Use 1 builder per type of chair. Note: if more than 1 "*" is chosen then all attributes will be considered acceptable for the requirement. 	

Criteria	Requirement Choices	Annex A reference:
<i>Environmental</i>	* All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 * All plastic components are recyclable at the end of their life.	1.2.8
B <i>Backrest Height</i>	* Standard as fixed based on chair type chosen above	2.3.7 2.3.8
C <i>Lumbar Support</i>	<input type="checkbox"/> Yes (fixed position) <input type="checkbox"/> No * No preference	2.3.6
D <i>Armrests</i>	* Yes (fixed position) → <i>Style:</i> <input type="checkbox"/> Cantilever <input type="checkbox"/> T-arm <input type="checkbox"/> Closed or Loop <input type="checkbox"/> No * No preference	2.3.10
E & F <i>Seat Width & Depth</i>	* Standard as fixed	2.3.2
G <i>Seat Height</i>	* Fixed (side chair OR rotary guest chair) <input type="checkbox"/> Height Adjustable (rotary guest chair only)	2.3.3
H <i>Leg Support</i>	Side Chair: * 4 Post Legs <input type="checkbox"/> Cantilever <input type="checkbox"/> Sled → <input type="checkbox"/> Glides * Casters Rotary Guest Chair: <input type="checkbox"/> 4 star base <input type="checkbox"/> 5 star base → <input type="checkbox"/> Glides <input type="checkbox"/> Casters	2.3.11

I	<i>Backrest-to-seat Angle</i>	* Fixed angle	2.3.9
	<i>Seat Angle (rotary guest chair only)</i>	* Fixed <input type="checkbox"/> Adjustable with tilt mechanism	2.3.4
	<i>Stacking</i>	<input type="checkbox"/> Stacking (vertical) * Nesting (horizontal) <input type="checkbox"/> Non-stacking <input type="checkbox"/> No preference	2.3.12
	<i>Finishes</i>	Backrest: <input type="checkbox"/> Upholstery <input type="checkbox"/> Wood <input type="checkbox"/> Plastic * Mesh <input type="checkbox"/> Other: <u>(specify)</u> Seat: * Upholstery <input type="checkbox"/> Wood <input type="checkbox"/> Plastic <input type="checkbox"/> Mesh <input type="checkbox"/> Other: <u>(specify)</u> Base Frame: * Plastic <input type="checkbox"/> Wood <input type="checkbox"/> Metal (ie. wired)	2.3.13
	<i>Additional Criteria</i>	> All products must achieve a minimum of ANSI/BIFMA e3 minimum Level® 3 > Product must be certified by an independent third party as compliant with Bifma 3 furniture sustainability standards and have achieved a Level 3 conformance. > Minimum of 4 mesh colors and upholstery, and 2 frame colors. Arm frames and bases must match.	

ANNEX B BASIS OF PAYMENT

1. Procurement Strategy

Subcategory Procurement

All-inclusive Procurement

2. Product and Pricing

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 5, 8 and 9. **Bidders must provide a complete product offering for each Subcategory or All-inclusive Procurement.** In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

ALL-INCLUSIVE PROCUREMENT

Table 1: Summary of Chairs for All-inclusive procurement

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
A1	Rotary Chair	320		\$	\$
A2	Side Chair	175		\$	\$
	Product Sub-total:				\$

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 \$
A1	Indigenous Service Canada Attention: Benvi Antelmi 10 Wellington, Loading dock Gatineau (Québec) K1A 0H4	2024-08-30	Normal	_____ : weeks	\$
A2	Indigenous Service Canada Attention: Benvi Antelmi 10 Wellington, Loading dock Gatineau (Québec) K1A 0H4	2024-08-30	Normal	_____ : weeks	\$
<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 \$
A1	Indigenous Service Canada Attention: Benvi Antelmi 10 Wellington, Loading dock Gatineau (Québec) K1A 0H4	2024-08-30	Normal	_____ : weeks	\$
A2	Indigenous Service Canada Attention: Benvi Antelmi 10 Wellington, Loading dock Gatineau (Québec) K1A 0H4	2024-08-30	Normal	_____ : weeks	\$
<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 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
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 (10) 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>	
2.	Canada’s Facilities to Accommodate the Delivery	
	<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	10 Wellington St, Gatineau, QC, K1A 0H4
B	Dock	Not applicable
C	Lift	Delivery at loading dock
D	Door	Not applicable
E	Freight Elevator	25 Rue Eddy, Gatineau, QC
F	Other (specify, if any)	All products must be delivered fully assembled to the storage and bidder must remove all packaging material from the site.
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA (if <i>Applicable</i>)	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) [to be removed at contract award]	\$
9	Contract Price(1 + 2 + 3 + 7): [applicable at contract award only]	\$
10	Applicable Tax(es): [applicable at contract award only]	\$
11	Total Estimated Cost (9 + 10): [applicable at contract award only]	\$

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

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

**ANNEX C
OTHER REQUIREMENTS**

- 1- Canada is requesting the bidders to allow the choice of material colors.
- 2- All products must be delivered fully assembled to the storage and bidder must remove all packaging material from the site.

ANNEX D Security Checklist



Contract Number / Numéro du contrat 1000260139
Security Classification / Classification de Sécurité Unclassified

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

PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE	
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région ASB / CFRDO / Accommodations / HQ	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type : RFP
3. Brief Description of Work / Brève description du travail Task and side chairs	
4. Contract Amount / Montant du contrat 200 000\$	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :
5. Contract Start and End date / Date de début et de fin du contrat Contract Award to / au March 31, 2025	
7. Will the supplier require / Le fournisseur aura-t-il :	
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)	
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)	
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS	
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir /entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?	
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/a partir du Ministère ou avec d'autres parties?	
If yes, specify: / Si oui, spécifiez :	
a) Email transmission / Transmission par courrier électronique :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
b) Other transmission (Secure FTP, Collaboration, etc) /Autre transmission (FTP sécurisée, collaboration, etc):	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9.3 Will the supplier be required to safeguard COMSEC* information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC* ?	
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone)/ Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/telecopieur sécurisé)	

10. SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	Please refer to question : Veuillez vous référer à la question :	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements/Biens	7,1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information / Assets (off site) Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information / Assets (off site) Renseignements/Biens TI (extérieur)	8,1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission – e-mail Transmission TI – courriel	9,2 a)	<input type="checkbox"/>	<input type="checkbox"/>				
IT Transmission – other Transmission TI – autre	9,2 b)	<input type="checkbox"/>	<input type="checkbox"/>				
Remote Access to Network Connexion à distance au réseau	9,2 c)	<input type="checkbox"/>	<input type="checkbox"/>				
COMSEC	9,3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

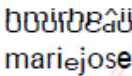
PART C – PERSONNEL / PARTIE C – PERSONNEL

11.1 Personnel Security Screening Level Required:
Niveau d'enquête de la sécurité du personnel requis : N/A / Non requis Reliability/ Fiabilité Confidential/ Confidentiel Secret Top Secret/ Très secret

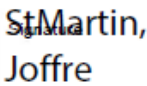
11.2 May unscreened personnel be used for portions of work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Non Yes Oui N/A / Non requis

12. 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

PART D – AUTHORIZATION / PARTIE D – AUTORISATION

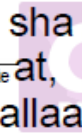
13. Organization Project Authority / Charge de projet de l'organisme
Name (print) – Nom (en lettres moulees) Marie-Josée Bourbeau Title - Titre Director, National Accommodations Signature  Digitally signed by bourbeau, mariejosee Date: 2024.04.17 10:20:50 -moo1

Telephone No. – N° de telephone 819-635-8276 Facsimile No. - N° de telecopieur E-mail address – Adresse courriel [Marie-iosee.bourbeau\(a\)sac-isc.qc.ca](mailto:Marie-iosee.bourbeau(a)sac-isc.qc.ca) Date 2024-04-16

14. Organization Security Authority / Responsable de la sécurité de l'organisme
Name (print) – Nom (en lettres moulees) Joffre St-Martin Title - Titre Directeur et Dirigeant principal adjoint de la sécurité Signature  Digitally signed by StMartin, Joffre Date: 2024.06.18 23:07:49 -04'00'

Telephone No. – N° de telephone 613-793-0719 Facsimile No. - N° de telecopieur E-mail address – Adresse courriel [joffre.st-martin\(a\)sac-isc.qc.ca](mailto:joffre.st-martin(a)sac-isc.qc.ca) Date 2024-04-16

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

16. Procurement Officer / Agent d'approvisionnement
Name (print) – Nom (en lettres moulees) Allaa Shaat Title - Titre Procurement & Contracting Officer Signature  Digitally signed by shaat, allaa Date: 2024.06.16 11:02:25-04'00' Location: Foxit PDF Editor Version: 12.1.2

Telephone No. – N° de telephone 873-455-1260 Facsimile No. - N° de telecopieur E-mail address – Adresse courriel Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité
Name (print) – Nom (en lettres moulees) Title - Titre Signature
Telephone No. – N° de telephone Facsimile No. - N° de telecopieur E-mail address – Adresse courriel Date

ANNEX E TO PART 3 OF THE BID SOLICITATION – ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument:

* Direct Deposit (Domestic and International)

APPENDIX A

INSTALLATIONS PROCEDURES

Installation Services

Installation services must be provided for the products contracted. The minimum level of service required is detailed below.

The Contractor must:

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. 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, using a dumpster arranged for by the Contractor; and
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

Post Installation Procedures

The Contractor must adhere to the following post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three (3) business days after installation is completed; and
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three (3) business days after the completion of each phase.

Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
2. The deficiency list must be forwarded by the Project Authority to the Contractor;
3. Within three (3) business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
4. For all deficiencies, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen (14) calendar days from receipt of the deficiency list from the Project Authority and;
5. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.