

# **RETURN BIDS TO: RETOURNER LES SOUMISSIONS A:**

Via email to / par courrier électronique à: Sylvain.Potvin@international.gc.ca

# STANDARD REQUEST FOR BID

# INVITATION A SOUMISSIONNER - STANDARD

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/.../PQ.

Solicitation No N° de la demande :	Amendment No N° de modification
24-241964	N/A

Solicitation closes – La demande prend fin :	File No N° de dossier		
At – à 14:00 (EDT)	24-241964		
June 15, 2023			

Date of Solicitation – Date de la demande

June 5, 2023

Address inquiries to - Adresser toute demande de renseignement à

Sylvain Potvin (613)791-6807

Syvain.Potvin@international.gc.ca

Destination :

See Section 2, Annex A. Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadians 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.

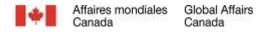
Supplier Name and Address – Nom et adresse du fournisseur				
All Conforming Suppliers under Supply Arrangement / Fournisseurs conformes en vertu de l'arrangement en matière d'approvisionnement :				
E60PQ-140003//PQ.				
Name and title of person authorized to sign on behalf of supplier (type or print)				
Nom et titre de la personne autorisée à signer au nom du fournisseur				

Signature :

(caractère d'impression)

Date : \_\_\_

# Canada



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Section 1 – Invitation and Instructions to Bidders Section 2 – Resulting Contract including a list of required goods and services

#### SECTION 1 - INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. 🛛 Competitive or 🗌 Non-Competitive

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information <u>AFTER</u> bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  - 1. a current published price list indicating the percentage discount available to Canada; or
  - 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  - 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  - 4. any other supporting documentation as requested by Canada.

#### For Non-Competitive Requirements:

The Bidder must provide the following information <u>WITH</u> the bid:

- One or more of the following price justifications:
- 1. a current published price list indicating the percentage discount available to Canada; or
- 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- 4. any other supporting documentation as requested by Canada.

# Step 2. General or PSIB

#### Terms of the RFB:

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

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

The Bidder must provide the following information <u>WITH</u> the bid:

• The information requested by Canada in Annex A herein.

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



#### **Security Requirement:**

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

# **Bid Evaluation**

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

RFB Issued to:					
Supplier Name and Address: (City, Province)	Conforming Suppliers under Supply Arrangement: E60PQ-140003//PQ				
RFB Issued by:					
Identified User's (IU)Global Affairs CanadaDepartment/Agency/Crown Corporation: Contact for this RFB:Sylvain Potvin					
RFB Closing - Submit Bid:					
Bids must be submitted to the Contracting Auth	ority on the date and at the time indicated below.				
By no later than date and time: b. 14:00 (eastern daylight time)					
To e-mail address:	Sylvain.Potvin@international.gc.ca				
RFB Enquiries:					
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.					



# SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Ter	ms ai	nd Conditions of the Contract					
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to a							
			his Contract.					
2.								
Ζ.	Security Requirement (the checked article applies)							
	a.			ossession of security clearance not required.				
				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 wor							
			being performed.					
	b. X Possession of security clearance(s) is required.							
				security clearance requirements contained in the clausing in Annex B herein.				
	с.		There is no security requirement	nt associated with this contract.				
3.	Rec	uire	ment					
3.1	The	Con	tractor must perform the Work lis	sted in Annex A herein.				
4.	Aut	horit	ies					
4.1			ing Authority (IU)					
	Nar		8	Sylvain Potvin				
	Titl	e:		Procurement Officer				
	Der	bartm	nent/Agency/Crown	Global Affairs Canada				
	-	pora						
		dress:		200 Promenade du Portage, Gatineau, QC K1A 0G4				
	Tele	epho	ne No.:	613-791-6807				
	E-mail address:							
		-	ddress:	Sylvain.Potvin@international.gc.ca				
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	Address:
7.	SACC Manual Clauses
Supple	mental General Conditions:
*New	<b>ID 4013</b> - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.
*New	ID 4014 - Suspension of the work apply to and form part of the Contract.



# ANNEX A **REQUIREMENT and BASIS OF PAYMENT**

# 1. Category Selection

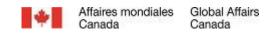
Canada

Combined Categories Rule:
For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:
The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;
Category 1
Category 2
Category 5
* Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combine categories.
Design Upgrade Rule:
The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes afte contract award.
The Design Upgrade amount is used at the discretion of the Project Authority (PA) <b>prior to the manufacturing/ordering of the products</b> , the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.
The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.
Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.
NSA:
NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must hadded to the category that is most closely related and must be generic.
The requirement includes the following category (ies) of work:

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture



RULE:	Metal	Storage
NOLL.	wictu	JUDIUSC

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

- b. 🛛 Category 2 Freestanding Height Adjustable Desk / Table Products
- c. Category 3 Metal Filing and Storage Cabinets

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

- d. Category 4 Wood Veneer Freestanding Products
- e. 🔀 Category 5 Ancillary and Lighting Products
- f. Category 6 Support Space Collaborative Furniture

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

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

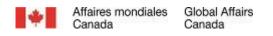
g. 🔀 NSA Product(s) – Category(ies):1	b
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#### 2. Product and Pricing Tables

<u>Site Inspection Date:</u> To be coordinated with Project Authority after contract award. (*Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.*)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.

\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\* In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".



# Product Category(ies):

# Table 1– Product of Category 1, 2 and 5

		Section A - IU REQUIREMENT			Sec	ction B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm L Pric \$		
	Category 1A							
1	Refer to Annex C and	Floor Plans.					\$	
	Category 1B							
2	1bFFHREC24L42W NOLNY	Free Standing Systems Fixed Height Work Surfaces (Laminate) Rectangular,C- Legs,Gromets, Laminate 1067mm (42'') x 610mm (24'') x 737mm(29'')H *Adjustable -Legs in height.	6			\$	\$	
3	1bSPBMCAA1524X YKXX	Filing and Storage Pedestals Box/File, Mobile Casters, Painted Metal, Upholstered cushion seats, locks with keyed 381mm (15") x 610mm (24")	6			\$	\$	
	Category 2a							
4	2WSSREXXL30L72B ELXX	<u>Individual Height adjustable</u> <u>Work Surface</u> Sit-Stand, Rectangular, Electric <b>1829mm (72'') x 762mm (30'')</b>	6			\$	\$	
	Category 5 (Support	surface for keyboard and mouse -	- only)					
5	5TLTDSKBAACUSBX XXXX	<u>Task Light</u> Desk Base Options: AC and USB Power	6			\$	\$	
6	5PMOWKSMTACUS BXXXXX	Power Module Work Surface Mounted Options: AC and USB Power	6	<u> </u>		\$	\$	
#	NSA Product(s) Description		Qty	Supplier Part Number	Firm Unit Price \$		Extended Total Prices	
7	Open shelf panel mounted, paint 610mm (24")	ed metal	6					



# \*\*Provide additional information:

Canada

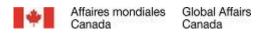
Canada may request bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

# Table 2 – Delivery of Category 1, 2 and 5

	Section A - IU REQ	Section B –	SUPPLIER'S BID		
Product Item # from Table 1.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 7	Global Affairs Canada, 200 promenade du Portage, 4 <sup>th</sup> floor Gatineau, Québec K1A 0G2	August 16, 2023	Normal	: weeks Standard Lead time is between 6-10 weeks for furniture delivery and installation.	
**The Proj the finalize	usiness Hours 8:00 – 17:00, as per SA, ect Authority (PA) will provide the sup ed delivery date taking into considerati anada will not be responsible if the su ion.	Delivery Total:	\$		

# Table 3 – Installation of Category 1, 2 and 5

	Section A - IU REQ	Section B – S	UPPLIER'S BID		
Product Item # from Table 1.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1 to 7	Global Affairs Canada, 200 promenade du Portage, 4 <sup>th</sup> floor rooms 499 et 477 Gatineau, Québec K1A 0G2	August 23, 2023	Normal	: weeks from date of supply and delivery Standard Lead time is between 6-10 weeks for furniture delivery and installation.	\$
**The Proj the finalize	usiness Hours 8:00 – 17:00, as per SA, ect Authority (PA) will provide the sup ed installation date taking into conside er. Canada will not be responsible if the horization.	Installation Total:	\$		



1.	Standard Finishes							
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.							
	Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.							
	The Contractor will applied to Canada.	deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be						
<b>2</b> .	Canada's Facilities	to Accommodate the Delivery						
		ees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in effect in the jurisdiction where the work is being performed.						
	the list of employees a	ne contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request Ind subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in bed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.						
2.1	Loading Dock/Locat	ion						
А	Location	15 Maisonneuve, Gatineau, K1A 0G4. Québec						
В	Dock	Dispo with reservation						
С	Lift	1814 KG						
		Interior: L : 7' x H : 9'11						
		Other section : 24" x 11'7"						
D	Door	L 3'10 x H 6'10						
Е	Freight Elevator	By 15 Maisonneuve, Gatineau						
F	Other (specify, if							
	any)							
3.	Continuance of Cer	tifications						
	The Bidder certifies	that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a						
	Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work							
	Spaces.							
	Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified							
	User.							
3.1	Integrity Provisions							
3.2	0 /	s Program for Employment Equity						
3.4	Product Conforman							
3.5		n accordance with the SA, Part 6B)						
5.5								

# Table 5 - Bid Evaluation and Contract Total

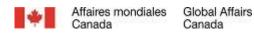
(Canada may complete if not completed by the Bidder)

1	Firm Total Product for Category 1, 2 & 5	\$
2	Hardware Total for Category 1, 2 & 5, as per article 1.5 of Annex A-1 of SA	\$
3	Total Delivery	\$
4	Installation	\$
5	Total Evaluated Bid Price for Category 1, 2 & 5	\$
6	Contract Price: [applicable at contract award only]	\$
7	Applicable Tax(es): [applicable at contract award only]	\$
8	Total Contract Value (6 + 7): [applicable at contract award only]	\$



# Table 6 – Bidder's Authorized Representative

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



#### ANNEX B

# SECURITY REQUIREMENTS CHECK LIST

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

- 1. The Contractor/Bidder must, at all times during the performance of the Contract, hold a valid SECRET status clearance issued or recognized by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
- 2. The Contractor/Bidder is NOT approved for document safeguarding.
- 3. Processing of PROTECTED / CLASSIFIED information on automatic/electronic data processing equipment at the Contractor's/Bidder's site is NOT permitted under this contract.
- 4. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the Personnel Security Section by CIISD/PWGSC.
- 5. The Contractor/Bidder must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex B
  - (b) Industrial Security Manual (Latest Edition)

To be continued on the next pages --

Government Gouvernement of Canada du Canada		Contract Number / Numéro du contrat					
or canada du canada		Security C	lassification / Classification de s	sécurité			
			UNCLASSIFIED				
	ECURITY REQUIREMEN	NTS CHECK LIST (SRC	91)				
LISTE DE VÉRIFI	CATION DES EXIGENCE	ES RELATIVES À LA S					
PART A - CONTRACT INFORMATION / PARTIE A 1. Originating Government Department or Organization			or Directorate / Direction génér	ale ou Direction			
Ministère ou organisme gouvernemental d'origine			-				
3. a) Subcontract Number / Numéro du contrat de so			ntractor / Nom et adresse du so	ous-traitant			
4. Brief Description of Work / Brève description du tr	avail						
Classification room [_Installation du mobilier.							
5. a) Will the supplier require access to Controlled G	oods?			V No Yes			
Le foumisseur aura-t-il accès à des marchandis				Non Oul			
5. b) Will the supplier require access to unclassified Regulations?	military technical data subje	ct to the provisions of the T	echnical Data Control	✓ No Yes Non Oul			
Le fournisseur aura-t-il accès à des données te	chniques militaires non clas	sifiées qui sont assujetties	aux dispositions du Réglement				
sur le contrôle des données techniques? 5. Indicate the type of access required / indiguer le t	voe d'accès requis						
5. a) Will the supplier and its employees require accord		CLASSIFIED Information of	r assets?	No Yes			
Le fournisseur ainsi que les employés auront-lis	accès à des renseignemen			Non 🖌 Oul			
(Specify the level of access using the chart in G (Préciser le niveau d'accès en utilisant le tables		n 7. c)					
<ol> <li>b) Will the supplier and its employees (e.g. cleane PROTECTED and/or CLASSIFIED information</li> </ol>		require access to restricted	d access areas? No access to	✓ No Yes Non Oul			
Le fournisseur et ses employés (p. ex. nettoyeu	rs, personnel d'entretien) au		d'accès restreintes? L'accès				
à des renseignements ou à des biens PROTÉG 5. c) is this a commercial courier or delivery reguirer				No Yes			
S'agit-il d'un contrat de messagerie ou de livrait							
o agichi u un contrat de messagene ou de invar	son commerciale cans entre	eposage de nuit?		Non Oul			
<ol> <li>a) indicate the type of information that the supplet</li> </ol>			ion auquel le fournisseur devra				
		Indiquer le type d'informat	ion auquel le fournisseur devra Foreign / Étranger				
<ol> <li>a) indicate the type of information that the supplier</li> <li>Canada</li> <li>D) Release restrictions / Restrictions relatives à la</li> </ol>	will be required to access / NATO / OTA diffusion	Indiquer le type d'informat	Foreign / Étranger				
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TB8/8CT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED

Government Gouvernement of Canada du Canada

Contract Number / Numero du contrac	
Security Classification / Classification de sécurité	
UNCLASSIFIED	

	inued) / PARTIE A (suite) plier require access to PROTECTED a	nd/or CLASSIFIED COMSEC I	formation or assets?		, No Yes						
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?											
	If Yes, indicate the level of sensitivity:										
Dans l'affirmative, indiquer le niveau de sensibilité : 9. Wil the supplier reguire access to extremely sensitive INFOSEC information or assets?											
	eur aura-t-il accès à des renseignemen			lcate?	Non Oul						
	i) of material / Titre(s) abrégé(s) du ma Number / Numéro du document :	tériel :									
	ISONNEL (SUPPLIER) / PARTIE B - I										
iu. a) Personn	el security screening level required / N	iveau de controle de la securite	du personnel requis								
	RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL	SECRET SECRET		SECRET S SECRET						
	TOP SECRET- SIGINT TRÊS SECRET - SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET		MIC TOP SECRET MIC TRÊS SECRET						
	SITE ACCESS ACCÈS AUX EMPLACEMENTS										
	AUGES AUX EMPLACEMENTS										
	Special comments: Commentaires spéciaux :										
	connentares specials .										
	NOTE: If multiple levels of screening a	are identified, a Security Classific	ation Guide must be pro	/ided.							
	REMARQUE : SI plusieurs niveaux d		uis, un guide de classific	ation de la sécurité doi							
	screened personnel be used for portion onnel sans autorisation sécuritaire peu		u travali?		✓ No Yes Non Oul						
-	vil unscreened personnel be escorted?				No Yes						
	firmative, le personnel en question se				Non Oul						
			COUDMISSCUD								
	EGUARDS (SUPPLIER) / PARTIE C ON / ASSETS / RENSEIGNEMENT		(FOURNISSEUR)								
11. a) Will the premise	supplier be required to receive and sto s?	re PROTECTED and/or CLAS	SIFIED Information or as	sets on its site or	No Yes						
Le fourn CLASSI	ilsseur sera-t-il tenu de recevoir et d'en FIÉ8?	treposer sur place des renseig	nements ou des biens P	ROTÉGÉS et/ou							
11. b) Will the	supplier be required to safeguard COM	ISEC information or assets?			No Ves						
	isseur sera-t-il tenu de protéger des re		MSEC?		Non Oul						
	541										
PRODUCTIO	n .										
11 c) Will the p	roduction (manufacture, and/or repair ar	vior modification) of PROTECT	ED and/or CLASS/EIED	material or equipment	No Ves						
occur at	the supplier's site or premises?				Non Oul						
	alations du fournisseur serviront-eiles à l ASSIFIÉ?	a production (fabrication etiou re	paration et/ou modification	n) de matériel PROTÉG	sé <u> </u>						
etou CL	ASSIFIE:										
INFORMATIO	N TECHNOLOGY (IT) MEDIA / SU	PPORT RELATIF À LA TECHN	OLOGIE DE L'INFORMA	TION (TI)							
11. d) Will the s	supplier be required to use its IT systems	to electronically process, produ-	e or store PROTECTED	and/or CLASSIFIED	✓ No Yes						
	ion or data?				Von Oul						
	isseur sera-til tenu d'utilser ses propres rements ou des données PROTÉGÉS et		ater, produire ou stocker	electroniquement des							
	e be an electronic link between the suppl				✓ No Yes Non Oul						
	ra-t-on d'un lien électronique entre le sys ementale?	aeme informatique du fournisse.	r et celui du ministère ou	oe ragence	Non Oul						
and the second s											
TRO/OCT 35	0-103(2004(12)	Security Classification / Clas	sification de sécurité	1							
16a/601 35	0-103(2004/12)	-			Conod						
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Government Gouvernment of Canada du Canada								Contract I	Numb	er/1	Num	éro du contra	t				
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ART C - (00	ntinue	d) / I	PAR		C - (suite)												
					manually use	e the sum	mary cha	rt below to in	dicate the cate	gory(les)	) and level	(s) of	safe	gua	rding required	i at the su	ppiler's
site(s) or p						_											
					nt le formulaire s aux installati				le tableau rec	apitulatr	ci-dessous	s pou	r na	que	r, pour chaqu	e categori	e, ies
					online (via th												
					ul remplissent	le formula	aire en lig	ne (par Inter	net), les répor	ises aux	questions	précé	edent	es s	ont automatic	quement s	aisies
dans le ta	oleau re	ecap	itula	CIT.				CHART /	TABLEAU R	ÉCARITI	II ATIE						
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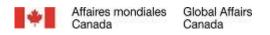
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PART D - AUTHORIZATION / PART							
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# ANNEX C FLOOR PLAN(S)

#### **INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the Bidders <u>must provide</u>:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).
  - As a minimum the product listing must include the following information:
    - Supplier part numbers including NSA products forming part of this category;
    - -brief product descriptions;
    - -quantities;
    - -firm unit prices
- c) Bidders must provide a <u>stackable panel system</u> that consists of a Base panel with the required add-on module(s) as defined in the panel matrix of this requirement.

\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\*

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

#### \*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".

Categories other than Category 1a shown on the floor plan will be for information purposes only. Optional quantities may be shown on floor plans or in the optional tables in Annex A.

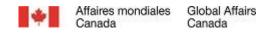
#### Category 1a Requirement:

# 1) Floor Plan(s)

\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\*

As a minimum, the IU must identify the following information on their approved floor plan provided as part of this RFB:

- a) All and only the required furniture (sizes and dimensions must be accurate in the plan);
- *b)* Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
- c) Workstations and room numbers;
- d) Indications of Panel Matrices (which panels are powered, non-powered, panels with glazed elements, etc) or include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) for every station variances.
- e) Indications of power feed locations;
- f) Electrical outlet locations within workstations;
- g) Telecommunications/data symbols;
- *h)* Lighting components requirements;
- *i)* Clearly indicate which work surfaces are freestanding height adjustable and which surfaces are panel hung, if applicable and only for information purposes.



#### 2) Panel Details

As a minimum, the IU must identify the following product information below for requirements containing panel matrices or on the Workstation Layouts: a paper sorter, a tray, a bin, a telephone holder (etc.) (refer to full SA specifications for the information).

- a. All required panel heights: see floor plan
- b. When power is required, the power is located below/above work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed :Base feed or Power Pole.
- d. Component System Accessories:
  - 1. Panel mounted accessories integrated into the panel frame will be shown on the floor plan Accessories attached to the panel separately must be specified. (No accessory rails)
  - 2. When Accessory rails are required, the accessories must be specified: N/A

#### 3) Panel Matrix or Workstation Layout

\*\*\*See attached Panel Matrix or Workstation Layout\*\*\* \*\*\* IU MUST INCLUDE PANEL MATRICES OR WORKSTATION LAYOUTS AS AN ATTACHMENT\*\*\*

#### a. Panel Matrix

As a minimum, the IU must identify each panel matrix within the requirement. Each panel matrix must identify the element types required. Each panel matrix must use the terminology from the Category 1 CST to identify the required element types (for example: air flow, fabric, plastic laminate, etc.)

# Each panel matrix must be identified on the floor plan so that Bidders may accurately prepare bids in response to this RFB.

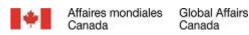
Panel Matrix - refer to the floor plan / AutoCAD

#### **b.** Workstation Layout(s)

Workstation Layouts include the following information listed in item #1- Floor Plan(s), instructions a, e, f, g, h, and i.

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**

• Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.



#### ANNEX D

# ADDITIONAL SPECIFICATIONS, CERTIFICATIONS

This Annex includes the additional Specifications, Certifications associated with NSA product. *(if applicable)* forming part of the requirement.

#### 1. Specifications

Please refer to the NSA product requirement specified in Annex A.

#### 2. Certifications

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

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

Supplier's Signature

Date

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

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

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