

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

Bid Receiving/Réception des sousmissions  
Shannon Plunkett  
[Shannon.Plunkett@rcmp-grc.gc.ca](mailto:Shannon.Plunkett@rcmp-grc.gc.ca)

**REQUEST FOR  
BIDS**

**DEMANDE DE  
SOUMISSIONS**

Proposal to: Royal Canadian Mounted  
Police

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

Proposition aux : Gendarmerie royale du  
Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ

<b>Title – Sujet</b> Rotary Chairs for RCMP		<b>Date</b> July 27th, 2023
<b>Solicitation No. – N° de l'invitation</b> 202400001		
<b>Client Reference No. - No. De Référence du Client</b> 202400001		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 PM	EDT (Eastern Daylight Time) HNE (Heure avancée de l'Est)
<b>On / le :</b>	August 8th 2023	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Shannon Plunkett, email : <a href="mailto:Shannon.Plunkett@rcmp-grc.gc.ca">Shannon.Plunkett@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 613-794-2264	<b>Facsimile No. – No. de télécopieur</b>	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**Medium Complexity Bid Solicitation and Resulting Contract Template (MC) for Furniture**

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is security associated with this requirement.

1. The conditions in this article must be met by the Bidder (the checked box applies):
  - before award of a contract.
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses; and
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. 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.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 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/H. 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 Aboriginal Business (PSAB)

This requirement is a (the checked box applies):

General Stream Procurement

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

### 1.4 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.

Solicitation No. - N° de l'invitation

202400001

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

202400001

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Q19

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

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 Bid Receiving Unit / date

Bids must be submitted only to the Contracting Authority by the date and time indicated on page 1 of the bid solicitation.

- a. Technical and Financial proposals must be received electronically no later than 14:00 EDT, August 8th 2023 , to the following Contracting Authority:

Name: Shannon Plunkett  
Email: [Shannon.Plunkett@rcmp-grc.gc.ca](mailto:Shannon.Plunkett@rcmp-grc.gc.ca)

**\*\*The maximum file size that RCMP can receive in a single email is 5MB\*\***

**\*\*Bidders are urged to send their proposals well before the bid closing time\*\***

- b. For bids transmitted by email, RCMP will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of garbled or incomplete bid;
  - ii. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
  - iii. availability or condition of the receiving equipment;

- iv. incompatibility between the sending and receiving equipment;
- v. delay in transmission or receipt of the bid;
- vi. failure of the Bidder to properly identify the bid;
- vii. illegibility of the bid; or
- viii. security of bid data.

Due to the nature of the bid solicitation, bids transmitted by facsimile to RCMP 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 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**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

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

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

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

#### **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.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

SACC *Manual* clause [A0069T \(2007-05-25\)](#) Basis of Selection

## **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/H.

#### **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/H.

### **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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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**

1. 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 favoured 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 favoured customer, for the like quality and quantity of the goods, services or both;
- ii. 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 The following security requirements (SRCL and related clauses provided by the RCMP Departmental Security) apply to and form part of the Contract:

See attached SRCL and Security Guide – Annex C

### 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/H. The terms and conditions in the Supplier's SA apply to and form part of this contract.

6.2.2 This requirement is a (the checked box applies):

General Stream Procurement

### 6.2.3 Optional Requirement

- a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both as further described in Annex A under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- b) The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### 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."

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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.

## **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 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.

### **6.4.3 Delivery Date**

All the deliverables should be received on or before the date(s) indicated at Annex B.

Standard Lead time is between 6-10 weeks for furniture delivery and installation.

### **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.

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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: Shannon Plunkett  
Title: Procurement Officer  
Department: Royal Canadian Mounted Police  
Address: 73 Leikin Drive, Ottawa, ON

Telephone: 613-794-2264  
E-mail address: [Shannon.Plunkett@rcmp-grc.gc.ca](mailto:Shannon.Plunkett@rcmp-grc.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 *(to be completed at contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

The Contracting Authority may exercise the option within up to one year after contract award by sending a written notice to the Contractor.

### 6.6.2 Method of Payment

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payment.

## 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 following address for certification and payment.  
\_\_\_\_\_ (*Insert the name of the organization*)
- 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

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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

As set out in the article "Applicable Laws" in Part 6A of the SA.

## 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/H;
- (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, Security Requirement and
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" or ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s).*)

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

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

**ANNEX A**

**REQUIREMENT**



<b>CHAIR TYPE</b>	<b>QTY: 150</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

**IMPORTANT:**

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU).

Criteria <i>Instructions</i>	Requirement Choices			
<b>A</b> <b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable ( <i>if applicable, indicate type of adjustment in additional criteria below</i> ) <i>Recommended with Standard Back Height</i> <input checked="" type="checkbox"/> No			
<b>B</b> <b>Backrest Height</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)			
<b>B</b> <b>Backrest Profile</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> No preference ( <i>It is recommended to select "no preference" as profiles do not affect functionality of chair.</i> ) <input type="checkbox"/> Other = _____			
<b>C</b> <b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
<b>D</b> <b>Armrests</b> <i>choose only the minimum mandatory adjustments that are required.</i>	<u>Adjustable:</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None			
<b>E</b> <b>Seat Depth</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
<b>F</b> <b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)			

<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
		<b>Rotary Stool with backrest</b>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)	
<b>H</b>	<b>Tilt Mechanism</b> <i>choose only 1</i>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference		
<b>I</b>	<b>Seat and Backrest Locks</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)		
<b>J</b>	<b>Casters</b>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface		
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only		
	<b>Finishes</b> <i>(Upholstery / Non-Upholstery)</i>  <i>choose ALL that are acceptable</i>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
		Seat	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
	<b>Additional Criteria:</b>			

**ANNEX B**  
**BASIS OF PAYMENT**

**1. Procurement Strategy**

All-inclusive Procurement

**2. Product and Pricing**

**ALL-INCLUSIVE PROCUREMENT**

**Table 1: Summary of Chairs for All-inclusive procurement. (*Bidder to complete pricing*)**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Chair	150		\$	\$
Subtotal:					\$

**Table 2 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	Ottawa, ON – exact address to be determined at Contract Award	150	23/09/29	Normal Business Hours	(Y-M-D) (Time)		
*Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.					Subtotal for Deliveries:		\$

**Table 3 - Canada's Facilities to Accommodate the Delivery**

<b>Canada's Facilities to Accommodate the Delivery</b>	
Loading Dock/Location	<i>TBD upon contract award</i>
Dock	<i>[For non-standard size, if applicable]</i>
Lift	<i>[Exists or does not exist] [weight capacity, e.g. ½ ton maximum] [Size – W x D]</i>
Door	<i>[Size - H x W]</i>
Freight Elevator	<i>[Location]</i>
Other (specify, if any)	

**Table 4 – Installation** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
A1	Ottawa, ON – exact address to be determined at Contract Award	150	2023-09-29	Normal Business Hours	<i>(Y-M-D)</i> <i>(Time)</i>		
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00					Subtotal for Installations:		\$

**Table 5 - Bid Evaluation and Contract Total for \_\_\_\_\_**

1	<b>Firm</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 3)	\$
3	<b>Firm</b> Installation Total (Table 6)	\$
4	<b>Optional</b> Product Total (Table 2) <i>(Applicable if Option is exercised)</i>	\$
5	<b>Optional</b> Delivery Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$

6	<b>Optional</b> Installation Total (Table 7) <i>(Applicable if Option is exercised)</i>	\$
7	<b>Total Evaluated (Bid) Price*</b> (1 + 2 + 3 + 4 + 5 + 6 + 7)	\$
8	<b>Contract Price(1+3+6):</b>	\$
9	<b>Applicable Tax(es):</b>	\$
10	<b>Total Estimated Cost (8+9):</b>	\$


\*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

**Table 6 – Bidder’s Authorized Representative for \_\_\_\_\_**

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Email:
		SA number:
		PBN:

**ANNEX C**

**SECURITY REQUIREMENTS CHECKLIST**

	Government of Canada Gouvernement du Canada	SRCL102621 Contract Number / Numéro du contrat 202400001 Security Classification / Classification de sécurité Unclassified / non-classifiée
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	<b>RCMP</b>		2. Branch or Directorate / Direction générale ou Direction IM/IT Program / PM&AS
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Delivery of 150 x standard office chairs to 1200 Vanier Pkwy. Ottawa, Ontario loading dock 2B only.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> Yes Non	<input type="checkbox"/> No Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> Yes Non	<input type="checkbox"/> No Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> Yes Non	<input type="checkbox"/> No Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> Yes Non	<input checked="" type="checkbox"/> No Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> Yes Non	<input type="checkbox"/> No Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified / non-classifiée
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Government of Canada  
Gouvernement du Canada

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : Facility Access II with escort - Accès aux installations II avec escorte

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



# Security Clauses

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the following directives:

1. Contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. Subcontracts are NOT to be awarded without review and prior written permission from the RCMP Contract Authority, who is responsible for contacting and liaising with the RCMP Departmental Security Section.
3. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
4. Before entering an operational area of an RCMP building/facility, contractors must turn in all electronic devices, e.g. cell phones, cameras, PDAs to the reception/security desk until the person leaves. EXCEPTION: A contractor with a valid RCMP Enhanced Reliability Status.
5. Contractors are forbidden from taking photographs on RCMP property. If photographs must be taken, written permission must first be received from the detachment/unit commander and relayed to the property security authority (e.g. commissionaires) on site.
6. A building access card is required for admittance to, or movement within an RCMP building/facility. The building access card must be worn and visible at all times.
7. No sensitive (Protected / Classified) hard copy information or assets shall be removed from the RCMP building/facility.
8. No sensitive (Protected / Classified) electronic information or assets shall be removed from RCMP networks or property.
9. No sensitive (Protected / Classified) information shall be electronically transmitted to or processed at the contractor's site.



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

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

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