

Annex E - Standard REQUEST FOR BID (RFB)



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

See Section 1.

Voir Section 1.

## STANDARD REQUEST FOR BID

### INVITATION À SOUMISSIONNER - STANDARD

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

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

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

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

Solicitation No. - N° de la demande ISED 206662	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	
on – le See Section 1 Voir Section 1	

No of Page/

N° de page \_\_\_\_\_

Date of Solicitation – Date de la demande

August 4, 2023

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.

Voir Section 2, Article 4.1

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 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 : \_\_\_\_\_

## TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

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

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

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

Is this a Manufacturer Product Specific Procurement? NO

#### **Step 2. Competitive or Non-Competitive**

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

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

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

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

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

#### **Step 3. General or PSIB**

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation.

**Terms of the RFB:**

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

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 (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) 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 ISED Canada will evaluate the bids.

<b>RFB Closing - Submit Bid:</b> Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	Friday August 25, 2023 14:00 EST
To e-mail address:	<a href="mailto:John.villeneuve@ised-isde.gc.ca">John.villeneuve@ised-isde.gc.ca</a>
<b>RFB Enquiries:</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.  RFB Enquires should be addressed to <a href="mailto:cmmcontracting-contratscgm@ised-isde.gc.ca">cmmcontracting-contratscgm@ised-isde.gc.ca</a> ATTN : LEONARD IRANI	___2___ business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

1.	<b>Terms and Conditions of the Contract</b> The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.		<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.		<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.		<b>There is no security requirement associated with this contract.</b>
3.	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	<b>Name:</b>	John Villeneuve
	<b>Title:</b>	Contracts and Procurement Officer
	<b>Department/Agency/Crown Corporation:</b>	Innovation Science and Economic Development Canada
	<b>Address:</b>	235 Queen Street, Ottawa, Ontario
	<b>Telephone No.:</b>	343-571-6760
	<b>E-mail address:</b>	John.villeneuve@ised-isde.gc.ca
4.2	<b>Project Authority</b> <i>[To be completed at contract award]</i>	
	<i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	<b>Name:</b>	
	<b>Title:</b>	
	<b>Department/Agency/Crown Corporation:</b>	
	<b>Address:</b>	
	<b>Telephone No.:</b>	
	<b>E-mail address:</b>	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
5.	<b>Method of Payment</b>	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment (and /or)
	<input checked="" type="checkbox"/>	Multiple Payment
6.	<b>Invoicing</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	

	Name of the organization and contact:
	Address: ISED CANADA Facilities Management – BOPP 235 Queen Street, Ottawa, Ontario K1A 0H5
<b>Supplemental General Conditions:</b>	
<b>*New</b>	<b>ID 4013</b> - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.
<b>*New</b>	<b>ID 4014</b> - Suspension of the work apply to and form part of the Contract.

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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1. Category Selection

**Combined Categories Rule:**

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

**Category 1**

**Category 2**

**Category 5**

**CATEGORY 6**

**\* Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

**Design Upgrade Rule:**

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 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 be added to the category that is most closely related and must be generic.



The requirement includes the following category (ies) of work

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture

**RULE: Metal Storage**

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

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

c.  Category 3 – Metal Filing and Storage Cabinets

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

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

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

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

g.  NSA Product(s) – Category(ies): 6

## 2. Product and Pricing Tables

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

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

**\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\***

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category(ies): 6

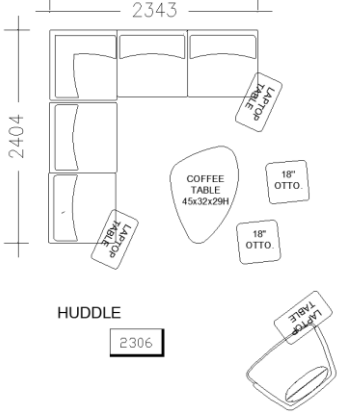
Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID			
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	6SUOPRXXLUXX XXXXLNNN	<p><b>Zone A</b> <b>Location : Focus Room – 2350A</b></p> <p><b>Small Round Ottoman</b> Soft Seating Upholstered Ottoman Size: Small Round Material: Upholstered Support: Legs Height: 16 to 19 in.</p> <p><b>Notes:</b> To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	1	No		\$	\$
2	6SUOPRXXLUXX XXXXLNNN	<p><b>Zone A</b> <b>Location : Privacy Room – 2348</b></p> <p><b>Small Round Ottoman</b> Soft Seating Upholstered Ottoman Size: Small Round Material: Upholstered Support: Legs Height: 16 to 19 in.</p> <p><b>Notes:</b> To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	1	No		\$	\$
3	6CLTVAREXLW7 <36ONXX	<p><b>Zone A</b> <b>Location : Privacy Room – 2350B</b></p> <p><b>Lap-top table</b> Collaborative Tables Type of Product: Lap top table Size: Variable Shape: Rectangular Material: Laminate (wood veneer finish)</p>	1	Yes			

		<p>Depth: &lt;18 in. Length: &lt;36 in. Height: 24 to 26 in.</p> <p><b>Note:</b> To be compatible with item #4 - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>				
4	6SLCWAXXWUXX XXXMXXX	<p><b>Zone A</b> <b>Location : Privacy Room – 2350B</b></p> <p><b>Lounge chair with armrests</b> Soft Seating Type of product: Lounge Chairs Size: With armrests - 27" wide minimum Material: Upholstered Support: Swivel Height: 27" in. Min.</p> <p><b>Notes:</b> Must be compatible with item #3 - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	1	Yes		
5	6SUOPRXXLUX XXXLNNN	<p><b>Zone A</b> <b>Location : Privacy Room – 2350B</b></p> <p><b>Small Round Ottoman</b> Soft Seating Upholstered Ottoman Size: Small Round Material: Upholstered Support: Legs Height: 16 to 19 in.</p> <p><b>Notes:</b> To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	1	No		
6	6MTRXTTZCL30 L72WYYY	<p><b>Zone A</b> <b>Location : Collaboration area – 2346</b></p> <p><b>Trapezoid Meeting table 30x72</b> Meeting and training Room tables, Type of Product: Training Size: Fixed Top</p>	1	Yes		

		<p>Shape: Trapezoid  Support: C-legs, T-legs or Y-legs  Material: Laminate (wood veneer finish)  Depth: 30 (Widest part) in.  Length: 72 in.  Height: 29 in.  With power/Data  With Modesty Panel  With Locking Casters</p> <p><b>Notes:</b>  Refer to Annex C for inspiration sketch</p>				
7	6SUOPRXXLUXX XXXLNNN	<p><b>Zone A</b>  <b>Location : Collaboration area – 2346</b></p> <p><b>Small Round Ottoman</b>  Soft Seating  Upholstered Ottoman  Size: Small Round  Material: Upholstered  Support: Legs  Height: 16 to 19 in.</p> <p><b>Notes:</b>  To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	3	No		
8	6CLTVAREXLW7 <36ONXX	<p><b>Zone A</b>  <b>Location : Collaboration Area – 2306</b></p> <p><b>Lap-top table</b>  Collaborative Tables  Type of Product: Lap top table  Size: Variable  Shape: Rectangular  Material: Laminate (wood veneer finish)  Depth: &lt;18 in.  Length: &lt;36 in.  Height: 24 to 26 in.</p> <p><b>Note:</b>  Laptop tables to compatible with item #9, 10 and 37 – Compatible means that user is to be able to use the laptop table with the lounge chair and banquettes and work comfortably.</p>	3	Yes		

9	6SLCOAXXWUXX XXXXMXXX	<p><b>Zone A</b>  <b>Location : Collaboration Area – 2306</b></p> <p><b>Lounge chair without armrests</b>  Soft Seating  Type of product: Lounge Chairs  Size: Without armrests - 21" wide minimum  Material: Upholstered  Support: Swivel  Height: 27" in. Min.</p> <p><b>Notes:</b>  Must be compatible with item #8 (laptop table) - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	1	Yes			
10	6SBBINXXLUW1 G19LLNN	<p><b>Zone A</b>  <b>Location : Collaboration Area – 2306</b></p> <p><b>Banquette with low back bolster</b>  Soft Seating  Type of product: Banquette with backrest bolster  Size: Individual  Material: Upholstered  Support: Legs  Width: 24 to 31 in.  Depth: &gt; 19 in.  Height: 16 to 20 in.  Low Back Height  No privacy screen  No armrest</p> <p><b>Notes:</b></p>	4	Yes			

		 <p>Item #8 (Laptop tables) are to compatible with item #10 and #37 - Compatible means that user is to be able to use the laptop table with the banquette and work comfortably.</p> <p>Need to be able to secure all seating together (with item #37 also)</p> <p>Overall length and depth not to exceed 8'-0" x 8'-0"</p> <p>To be from same manufacturer and model as item #37</p>				
<p>11</p>	<p>6SUOPSXXLUXX XXXXLNNN</p>	<p><b>Zone A</b> <b>Location : Collaboration Area – 2306</b></p> <p><b>Small Square Ottoman</b> Soft Seating Upholstered Ottoman Size: Small Square Material: Upholstered Support: Legs Width: 18 in. Depth: 18 in. Height: 16 to 19 in.</p> <p><b>Notes:</b> Ottoman to fit under item #38</p> <p>To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	<p>2</p>	<p>No</p>		

12	6CLTVAREXLW7 <36ONXX	<p><b>Zone A</b>  <b>Location : Collaboration Area – 2309</b></p> <p><b>Lap-top table</b>  Collaborative Tables  Type of Product: Lap top table  Size: Variable  Shape: Rectangular  Material: Laminate (wood veneer finish)  Depth: &lt;18 in.  Length: &lt;36 in.  Height: 24 to 26 in.</p> <p><b>Note:</b>  Laptop tables to compatible with item #13 and 14 – Compatible means that user is to be able to use the laptop table with the lounge chair and sofa and work comfortably.</p>	2	Yes			
13	6SLCOAXXWUXX XXXMXXX	<p><b>Zone A</b>  <b>Location : Collaboration Area – 2309</b></p> <p><b>Lounge chair without armrests</b>  Soft Seating  Type of product: Lounge Chairs  Size: Without armrests - 21" wide minimum  Material: Upholstered  Support: Swivel  Height: 27" in. Min.</p> <p><b>Notes:</b>  Must be compatible with item #12 (laptop table) - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	1	Yes			
14	6SSOTWXXLUW4 XXXQNNY	<p><b>Zone A</b>  <b>Location : Collaboration Area – 2309</b></p> <p><b>Sofa - Two seater</b>  Soft Seating  Sofa  Two seater  Legs  Upholstered</p>	1	Yes			

		<p>Width: 51 to 82 in. Height: 27 to 33 in. With armrests</p> <p><b>Notes:</b> Must be compatible with item #12 (laptop table) - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>				
15	6SUOPSXXLUXX XXXLNNN	<p><b>Zone A</b> <b>Location : Collaboration Area – 2309</b></p> <p><b>Small Square Ottoman</b> Soft Seating Upholstered Ottoman Size: Small Square Material: Upholstered Support: Legs Width: 18 in. Depth: 18 in. Height: 16 to 19 in.</p> <p><b>Notes:</b> Ottoman to fit under item #39</p> <p>To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	2	No		
16	6CLTVAREXLW7 <36ONXX	<p><b>Zone B</b> <b>Location : Privacy Room – 2364B</b></p> <p><b>Lap-top table</b> Collaborative Tables Type of Product: Lap top table Size: Variable Shape: Rectangular Material: Laminate (wood veneer finish) Depth: &lt;18 in. Length: &lt;36 in. Height: 24 to 26 in.</p> <p><b>Note:</b> Laptop tables to compatible with item #17 – Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	1	Yes	\$	\$

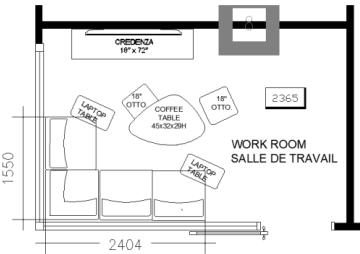


17	6SLCWAXXWUXX XXXXMXXX	<p><b>Zone B</b>  <b>Location : Privacy Room – 2364B</b></p> <p><b>Lounge chair with armrests</b>            Soft Seating            Type of product: Lounge Chairs            Size: With armrests - 27" wide minimum            Material: Upholstered            Support: Swivel            Height: 27" in. Min.</p> <p><b>Notes:</b>            Must be compatible with item #16 - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	1	Yes			
18	6SUOPRXXLUX XXXXLNNN	<p><b>Zone B</b>  <b>Location : Privacy Room – 2364B</b></p> <p><b>Small Round Ottoman</b>            Soft Seating            Upholstered Ottoman            Size: Small Round            Material: Upholstered            Support: Legs            Height: 16 to 19 in.</p> <p><b>Notes:</b>            To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	1	No			
19	6CLTVAREXLW7 <36ONXX	<p><b>Zone B</b>  <b>Location : Focus Room – 2375</b></p> <p><b>Lap-top table</b>            Collaborative Tables            Type of Product: Lap top table            Size: Variable            Shape: Rectangular            Material: Laminate (wood veneer finish)            Depth: &lt;18 in.            Length: &lt;36 in.            Height: 24 to 26 in.</p> <p><b>Note:</b>            Laptop tables to compatible with item #20 – Compatible means that user is to be able to use the</p>	1	Yes			

		laptop table with the lounge chair and work comfortably.					
20	6SLCWAXXWUXX XXXXMXXX	<p><b>Zone B</b>  <b>Location : Focus Room – 2375</b></p> <p><b>Lounge chair with armrests</b>  Soft Seating  Type of product: Lounge Chairs  Size: With armrests - 27" wide minimum  Material: Upholstered  Support: Swivel  Height: 27" in. Min.</p> <p><b>Notes:</b>  Must be compatible with item #19 - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	1	Yes			
21	6CLTVAREXLW7 <36ONXX	<p><b>Zone B</b>  <b>Location : Lounge – 2376</b></p> <p><b>Lap-top table</b>  Collaborative Tables  Type of Product: Lap top table  Size: Variable  Shape: Rectangular  Material: Laminate (wood veneer finish)  Depth: &lt;18 in.  Length: &lt;36 in.  Height: 24 to 26 in.</p> <p><b>Note:</b>  Laptop tables to compatible with item #21 and 22 – Compatible means that user is to be able to use the laptop table with lounge chair and sofa and work comfortably.</p>	2	Yes		\$	\$
22	6SLCOAXXWUXX XXXXMXXX	<p><b>Zone B</b>  <b>Location : Lounge – 2376</b></p> <p><b>Lounge chair without armrests</b>  Soft Seating  Type of product: Lounge Chairs  Size: Without armrests - 21" wide minimum  Material: Upholstered  Support: Swivel</p>	1	Yes			

		<p>Height: 27" in. Min.</p> <p><b>Notes:</b> Must be compatible with item #21 (laptop table) - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>				
23	6SSOTWXXLUW4 XXXQNNY	<p><b>Zone B</b> <b>Location : Lounge – 2376</b></p> <p><b>Sofa - Two seater</b> Soft Seating Sofa Two seater Legs Upholstered Width: 51 to 82 in. Height: 27 to 33 in. With armrests</p> <p><b>Notes:</b> Must be compatible with item #21 (laptop table) - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	1	Yes		
24	6SUOPSXXLUXX XXXLNNN	<p><b>Zone B</b> <b>Location : Lounge – 2376</b></p> <p><b>Small Square Ottoman</b> Soft Seating Upholstered Ottoman Size: Small Square Material: Upholstered Support: Legs Width: 18 in. Depth: 18 in. Height: 16 to 19 in.</p> <p><b>Notes:</b> Ottoman to fit under item #40</p> <p>To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	2	No		
25	6SUOPRXXLUXX XXXLNNN	<p><b>Zone B</b> <b>Location : Teaming Area - 2326</b></p>	2	No		

		<p><b>Small Round Ottoman</b>  Soft Seating  Upholstered Ottoman  Size: Small Round  Material: Upholstered  Support: Legs  Height: 16 to 19 in.</p> <p><b>Notes:</b>  To be either on carpet glides or casters for accessibility requirements (ease of move)</p>				
26	6MMTMDREOL48 L96WYNX	<p><b>Zone B</b>  <b>Location : Teaming Area - 2326</b></p> <p>Meeting and Training Room  Tables  Medium Rectangular Meeting table</p> <p><b>Pedestal base</b>  Laminate top  Width: 48 in.  Length: 96 in.  Height: 29 in.  No modesty panel  With Power/Data</p> <p><b>Notes:</b>  Refer to Annex C for inspiration sketch</p>	1	Yes		
27	6CLTVAREXLW7 <36ONXX	<p><b>Zone B</b>  <b>Location : Work Room – 2365</b></p> <p><b>Lap-top table</b>  Collaborative Tables  Type of Product: Lap top table  Size: Variable  Shape: Rectangular  Material: Laminate (wood veneer finish)  Depth: &lt;18 in.  Length: &lt;36 in.  Height: 24 to 26 in.</p> <p><b>Note:</b>  Laptop tables to compatible with item #29 and #41 – Compatible means that user is to be able to use the laptop table with banquettes and work comfortably.</p>	2	Yes		

28	6SUOPSXXLUXX XXXLNNN	<p><b>Zone B</b>  <b>Location : Work Room – 2365</b></p> <p><b>Small Square Ottoman</b>            Soft Seating            Upholstered Ottoman            Size: Small Square            Material: Upholstered            Support: Legs            Width: 18 in.            Depth: 18 in.            Height: 16 to 19 in.</p> <p><b>Notes:</b>            Ottoman to fit under item #42</p> <p>To be either on carpet glides or casters for accessibility requirements (ease of move)</p>	2	No		
29	6SBBINXXLUW1 G19LLNN	<p><b>Zone B</b>  <b>Location : Work Room – 2365</b></p> <p><b>Banquette with low back bolster</b>            Soft Seating            Type of product: Banquette with backrest bolster            Size: Individual            Material: Upholstered            Support: Legs            Width: 24 to 31 in.            Depth: &gt; 19 in.            Height: 16 to 20 in.            Low Back Height            No privacy screen            No armrest</p> <p><b>Notes:</b></p>  <p>Item #27 (Laptop tables) are to compatible with item #29 and #41 - Compatible means that user is to</p>	3	Yes		

		<p>be able to use the laptop table with the banquette and work comfortably.</p> <p>Need to be able to secure all seating together (with item #41)</p> <p>Overall length and depth not to exceed 8'-0" x 5'-0"</p> <p>To be from same manufacturer and model as item #41</p>				
30	6ZFHLXX18L72 HSDSDKX	<p><b>Zone B</b> <b>Location : Work Room – 2365</b></p> <p>Credenza Full height Laminate Depth: 18 in. Width: 72 in. Height: 28 to 34 in. Door on both sides With lock/key</p> <p><b>Notes:</b> Refer to Annex C for inspiration sketch</p>	1	Yes		
31	6CLTVAREXLW7 <36ONXX	<p><b>Zone B</b> <b>Location : Work Room – 2362</b></p> <p><b>Lap-top table</b> Collaborative Tables Type of Product: Lap top table Size: Variable Shape: Rectangular Material: Laminate (wood veneer finish) Depth: &lt;18 in. Length: &lt;36 in. Height: 24 to 26 in.</p> <p><b>Note:</b> Laptop tables to compatible with item #32 – Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>	2	Yes		
32	6SLCWAXXWUXX XXXXMXXX	<p><b>Zone B</b> <b>Location : Work Room – 2362</b></p>	2	Yes		

		<p><b>Lounge chair with armrests</b> Soft Seating Type of product: Lounge Chairs Size: With armrests - 27" wide minimum Material: Upholstered Support: Swivel Height: 27" in. Min.</p> <p><b>Notes:</b></p> <p>Must be compatible with item #31 - Compatible means that user is to be able to use the laptop table with the lounge chair and work comfortably.</p>				
33	6MTRXTTZCL30 L72WYYY	<p><b>Zone B</b> <b>Location : Work Room – 2362</b></p> <p><b>Trapezoid Meeting table 30x72</b> Meeting and training Room tables, Type of Product: Training Size: Fixed Top Shape: Trapezoid Support: C-legs, T-legs or Y-legs Material: Laminate (wood veneer finish) Depth: 30 (Widest part) in. Length: 72 in. Height: 29 in. With power/Data With Modesty Panel With Locking Casters</p> <p><b>Notes: .</b> Refer to Annex C for inspiration sketch</p>	1	Yes		
34	6OPLWLFLXC3 H46XYTA	<p><b>Zone B</b> <b>Location : Chat Point</b></p> <p>Open Area Workspace Individual Private Lounge Chair With Lounge Chairs and Work Surface Free standing 4 post legs Upholstered Width: <b>Not to exceed 42 in.</b> Privacy Screen height: between 46 to 64 in.</p>	2	Yes		

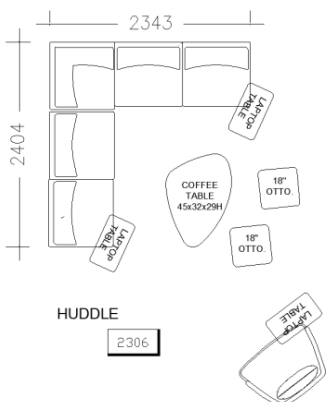
		<b>Without power/data</b> With tablet arm				
35	6CKIVAREWL30 L96TYXX	<b>Zone B</b> <b>Location : 2327</b>  Collaborative Tables Rectangular 2x waterfall edge Laminate Depth: 30 in. Length: 96 in. Height: 34 to 37 in. with power/data  <b>To be compatible with items #36</b>	1	Yes		
36	6KBSCHxxLP15 XXXXPONX	<b>Zone B</b> <b>Location : 2327</b>  Kitchenette Seating Bar Stools Counter Height 4 legs Bent Plywood Seat depth: >15 in. Seat height: 24 to 27 in. without armrests with cushion  <b>To be compatible with item #35</b>	4	Yes		

**\*\*Provide additional information:**  
Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

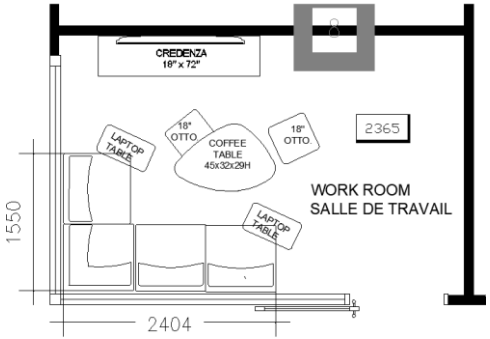
**NSA products (must not exceed 30% of the firm quantity by category)**  
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID			
#	NON-SA Product(s)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
37	<b>Zone A</b> <b>Location : Collaboration Area – 2306</b>	1	Yes		\$	\$



<p><b>Corner banquette with low back bolster:</b>                  Soft Seating                  Type of product: Rounded corner banquette with backrest bolster                  Size: Individual                  Material: Upholstered                  Support: Legs                  Width: 24 to 31 in.                  Depth: &gt; 19 in.                  Height: 16 to 20 in.                  Low Back Height                  No privacy screen                  No armrest</p> <p><b>Notes:</b>                  Item #8 (Laptop tables) are to compatible with item #10 and 37 - Compatible means that user is to be able to use the laptop table with the banquette and work comfortably.</p> <p>Need to be able to secure all seating together (with item #10)</p> <p>Overall length and depth not to exceed 8'-0" x 8'-0"</p> <p>To be from same manufacturer and model as item #10</p> 					
<p>38 <b>Zone A</b>                  Location : Collaboration Area – 2306</p> <p>Coffee table                  Waterdrop shape                  Length: 40 to 46 in.                  Depth: 26 to 32 in                  Height: 17.5 to 19 in.                  Laminate top</p>	<p>1</p>	<p>Yes</p>		<p>\$</p>	<p>\$</p>

	Metal blade legs					
39	<p><b>Zone A</b>  <b>Location : Collaboration Area – 2309</b></p> <p>Coffee table  Waterdrop shape  Length: 40 to 46 in.  Depth: 26 to 32 in  Height: 17.5 to 19 in.  Laminate top  Metal blade legs</p>	1	Yes			
40	<p><b>Zone B</b>  <b>Location : Lounge – 2376</b></p> <p>Coffee table  Waterdrop shape  Length: 40 to 46 in.  Depth: 26 to 32 in  Height: 17.5 to 19 in.  Laminate top  Metal blade legs</p>	1	Yes			
41	<p><b>Zone B</b>  <b>Location : Work Room – 2365</b></p> <p><b>Corner banquette with low back bolster:</b>  Soft Seating  Type of product: Rounded corner banquette with backrest bolster  Size: Individual  Material: Upholstered  Support: Legs  Width: 24 to 31 in.  Depth: &gt; 19 in.  Height: 16 to 20 in.  Low Back Height  No privacy screen  No armrest</p> <p><b>Notes:</b></p> <p>Item #27 (Laptop tables) are to compatible with item #29 and #41 - Compatible means that user is to be able to use the laptop table with the banquette and work comfortably.</p> <p>Need to be able to secure all seating together (with item #29)</p> <p>Overall length and depth not to exceed 8'-0" x 5'-0"</p>	1	Yes			

	<p>To be from same manufacturer and model as item #29</p> 				
42	<p><b>Zone B</b>  <b>Location : Work Room – 2365</b></p> <p>Coffee table                  Waterdrop shape                  Length: 40 to 46 in.                  Depth: 26 to 32 in                  Height: 17.5 to 19 in.                  Laminate top                  Metal blade legs</p>	1	Yes		
<p>Add more rows if necessary.</p>				Product 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 \$
1	Place du Portage, Phase I 23rd floor 50 Victoria Gatineau, QC J8X 3X1	2023-07-03	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1	Place du Portage, Phase I 23rd floor 50 Victoria Gatineau, QC J8X 3X1	2023-07-03	Normal	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Installation Total:	\$

**Table 4 – Optional Product**       Not Applicable

**Table 5 – Optional Delivery**       Not Applicable

**Table 6 – Optional Installation**       Not Applicable

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	50 Victoria, Gatineau, QC
B	Dock	Yes, Main Dock Outside – Adjacent to Parc Notre-Dame
C	Lift	Yes
D	Door	80” H x 231” W Truck 3-5 tons
E	Freight Elevator	Available at loading dock

		<p>10,000 capacity            97 ¼" H x 60 ¼" W x 88 ½" D</p>
F	Other (specify, if any)	<p>2 electric dock levelers            30,000 lb capacity            1: 70 ½" W x 43" H x 60" D            2: 70 ½" W x 44" H x 62" D</p>
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total**

*(Canada may complete if not completed by the Bidder)*

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

\* 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:
	Ariba #:	

**ANNEX B  
SECURITY REQUIREMENTS**

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 must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable).
  - b) *Contract Security Manual* (Latest Edition).

## MEMORANDUM

The Contract Security Program (CSP) acknowledges receipt of the attached SRCL # 92033783 and provides these instructions and contract Security Clauses for use and incorporation into pre-contractual/contractual documents. ***Please carefully read this document as it contains pertinent information that has the potential to impact the acquisition process and contract schedule.***

### PRIOR TO CONTRACT AWARD:

Provide a copy of these instructions, the security clauses, and signed SRCL to the procurement officer.

Furthermore, in accordance with the [Directive on Security Management- Canada.ca \(tbs-sct.gc.ca\)](http://tbs-sct.gc.ca):

- For confirmation, initiation & renewal of security clearance contact [tpsgc.ssiinscription-issregistration.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.ssiinscription-issregistration.pwgsc@tpsgc-pwgsc.gc.ca)
- Submit each bidder's completed **Application for Registration (AFR)** (<http://publiservice-app.pwgsc.gc.ca/forms/pdf/471-E.pdf>) form, the fully executed SRCL for your solicitation/contract and the anticipated contract award date to the CSP at [tpsgc.ssiinscription-issregistration.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.ssiinscription-issregistration.pwgsc@tpsgc-pwgsc.gc.ca)
- Insert the provided security clause(s) into your pre-contractual/contractual documents as **provided**. Failure to provide the CSP of the most current contract security requirements may present national security concerns that may invalidate the contract. **Failure to record the CSP's security clauses in current contractual documents may also present national security concerns that may invalidate the contract.** Consequently, any amendments to the SRCL or security clauses **MUST** be approved by the CSP and added to all appropriate contractual documents.
- The contract cover page must state: **"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"**  
Attach the fully completed and signed SRCL to your pre-contractual/contractual documents.
- **The Risk Acceptance Process (RAP)** is a process whereby the Client Department (Chief Security Officer) accepts responsibility of any residual or inherent risks in order to allow an urgent contract to be awarded to a contractor, prior to all security requirements having been met by the contractor. The contractor must either be registered in the Contract Security Program (CSP), or well advanced in the process of registering with the CSP. This process is a temporary measure implemented solely until outstanding security requirements have been met by the contractor. For more information contact: DGS SSI PAR / DOB ISS RAP (PWGSC-TPSGC) [tpsgc.dgssipar-dobissrap.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgssipar-dobissrap.pwgsc@tpsgc-pwgsc.gc.ca)

### WHEN THE CONTRACT INCLUDES:

#### **IT Security requirement**

To perform the necessary physical reviews and/or inspection(s) and to grant the applicable IT security approval(s), the following are required as pro-actively as possible:

- IT security requirements identified in a separate technical document, IT Connectivity Guide (if an IT link is required), and
- Supplier's site address(es) where IT systems will be used to access, electronically process, produce or store, protected, backed up sites locations and/or classified information or data.

#### **Cloud Security Requirement**

Please note that the Contract Security Program does not assess or approve Cloud Solutions in support of any contract. Please provide evidence and confirmation for the following requirements prior to contract award.

- Cloud Solution assessed by Canadian Centre for Cyber Security (CCCS) (IT Assessment & Supply Chain Integrity (SCI) Assessment)
- Client has performed their local IT verification/assessment against the required controls and proper cloud profiles. If you are unsure on how to conduct the local IT Assessment, please contact [contact@cyber.gc.ca](mailto:contact@cyber.gc.ca)



**Cloud Service Providers**


Please refer to the Canadian Centre for Cyber Security (CCCS) Cloud Service Provider (CSP) Information Technology (IT) Security Assessment Process (ITSM.50.100) (<https://cyber.gc.ca/en/guidance/cloud-service-provider-information-technology-security-assessment-process-itsm50100>)

**AFTER CONTRACT AWARD:**

A copy of the contract and subsequent amendments **MUST ABSOLUTELY** be provided to the CSP [TPSGC.SSICONTRACTS-ISSCONTRACTS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.SSICONTRACTS-ISSCONTRACTS.PWGSC@tpsgc-pwgsc.gc.ca) within 2 days of contract award . The contract must include the security clauses, signed SRCL, contract number, legal name of the supplier; contract award, start and end dates; and the signature of the contracting authority. The CSP will not provide its services if a copy of the awarded or amended contract is not provided to the CSP by AP. The failure to provide a copy of the contract to the CSP presents a national security risk in the protection of classified information, assets, and/or sites and will result in an invalid contract.

Denis Lecompte, Security Officer

2023-02-24

 Denis Lecompte

Signed by: Lecompte, Denis

Contract Security Program  
Industrial Security Sector  
Public Services and Procurement Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 92033783
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. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>ISED</b>	2. Branch or Directorate / Direction générale ou Direction <b>CFSB - CMS on behalf of CB</b>
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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  
**Procurement of furniture: panels, work surfaces and accessories such as monitor arms, power module and desk lights.**

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
(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)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 92033783
unclassified Security Classification / Classification de sécurité

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

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

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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 Classification / Classification de sécurité unclassified
--





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 92033783
Security Classification / Classification de sécurité unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Government of Canada / Gouvernement du Canada

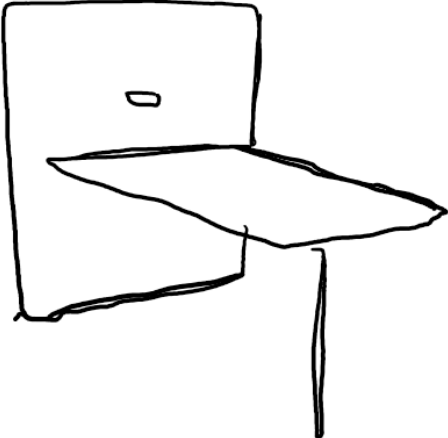
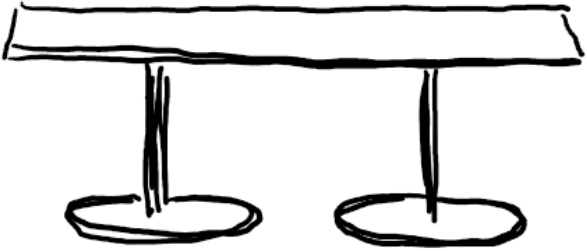
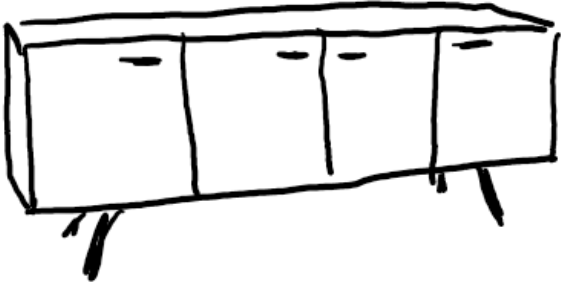
Contract Number / Numéro du contrat 92033783
Security Classification / Classification de sécurité unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Marie-Pier Nault</b>		Title - Titre <b>Planning and Coordination Officer</b>	Signature <b>Nault, MariePier</b> <small>Digitally signed by Nault, MariePier Date: 2023.02.10 09:17:12 -05'00'</small>
Telephone No. - N° de téléphone <b>613-447-8245</b>	Facsimile No. - N° de télécopieur <b>Not applicable</b>	E-mail address - Adresse courriel <b>marie-pier.nault@ised-isde.gc.ca</b>	Date <b>2023-02-07</b>
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Carlos Macias</b>		Title - Titre <b>Analyste en sécurité</b>	Signature <b>LegaultMacias, Carlos</b> <small>Digitally signed by LegaultMacias, Carlos Date: 2023.02.20 14:58:18 -05'00'</small>
Telephone No. - N° de téléphone <b>343-551-0075</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>carlos.legaultmacias@ised-isde.gc.ca</b>	Date
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) <b>APPROVED</b> <b>By Denis Lecompte at 11:43 am, Feb 24, 2023</b>		Title - Titre <b>Lecompte, Denis</b>	Signature <b>Denis</b> <small>Digitally signed by Lecompte, Denis Date: 2023.02.24 11:44:29 -05'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

**ANNEX C**  
**FLOOR PLAN(S) and furniture sketches**

Refer to attached CAD file, PDFs and following table

<b>Location</b>	<b>Furniture Sketch</b>
<p><b>Trapezoid meeting table 30x72</b> Refer to attached layout for location</p> <p>Item #6: Collaboration area – 2346 Item #33: Work Room – 2362</p>	
<p><b>Rectangular meeting table</b> Refer to attached layout for location</p> <p>Item #26: Teaming Area - 2326</p>	
<p><b>Credenza</b> Refer to attached layout for location</p> <p>Item #30: Work Room – 2365</p>	

**Lounge chair with armrest**

Refer to attached layout for location

Item #4: Privacy Room – 2350B

Item #17: Privacy Room – 2364B

Item #20: Focus Room – 2375

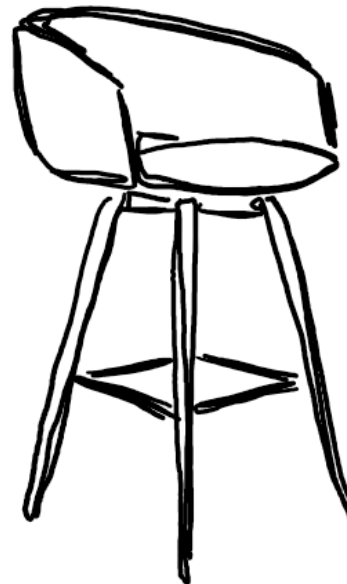
Item #32: Work Room – 2362



**Kitchenette Stool**

Refer to attached layout for location

Item #36: 2327





Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

ISED 206662

PURCHASING OFFICE - BUREAU DES ACHATS

**CONTRACT – CONTRAT**

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Use "You are Requested" when you conducted a verbal solicitation, did not send a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Supplier to sign for a "You are Requested" contract only.

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat	
Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)	
Signature	Date

File No. – N° de dossier	
Date of Contract – Date du Contrat	
Contract No. - N° du contrat	Amendment No. - N° de modification
Client Reference No. (optional) - N° du référence du client (facultatif)	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus
FOB – FAB DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Modified by Furniture Division April 2022

