



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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**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.

<b>Solicitation No. - N° de la demande – W0103-249585</b>	Amendment No. - N° de modification
<b>Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___</b>	

<b>Solicitation closes – La demande prend fin :</b>	File No. - N° de dossier
at – à See Section 1 Voir Section 1	10041-5702
on – le See Section 1 Voir Section 1	

<b>Date of Solicitation – Date de la demande</b>
<b>10 October 2023</b>
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>
<b>See Section 2, Article 4.1.</b>
<b>Voir Section 2, Article 4.1</b>
<b>Destination</b>
<b>See Section 2, Annex A.</b>
<b>Voir Section 2, Annexe A.</b>

**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.

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

## 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.

Canada will assess bids and award contracts on a per category basis. For administrative purposes, in the event a same bidder wins more than one category, Canada may issue a single contract containing the categories won by the same bidder.

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 Procurement Strategy for Indigenous Business (PSIB)**

For PSIB procurement:

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 Canada will evaluate the bids.

<b>RFB Issued by:</b>	
Identified User’s (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<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:	24 October 2023 2:00pm PDT
<b>To Contracting Authority:</b>	Justin.Malchow@forces.gc.ca
<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.	5 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>X</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>	Justin Malchow
	<b>Title:</b>	Procurement and Contracts Specialist
	<b>Department/Agency/Crown Corporation:</b>	Department of National Defence
	<b>Address:</b>	CFB Esquimalt Base Logistics – D211 2 <sup>nd</sup> Floor Victoria, BC V9A 7N2
	<b>Telephone No.:</b>	236-464-6737
	<b>E-mail address:</b>	Justin.Malchow@forces.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.	
	<b>X</b>	Single Payment
		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: <i>[To be completed at contract award]</i>
	Address: <i>[To be completed at contract award]</i>
7.	<b>SACC Manual Clauses</b>
<b>Supplemental General Conditions:</b> please refer to the WTCM for the full text.	

**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**

**\* 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):

## 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): 1 & 2**

**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] \$
<b>Category 1B</b>							
1	1bCPSXXSXXL42XFANN N	Privacy Screen	3	<b>Yes</b>		\$	\$
2	1bCPSXXSXXL42XFRNN N	Privacy Screen	4	<b>Yes</b>		\$	\$
3	1bCPSXXSXXL48XFANN N	Privacy Screen	5	<b>Yes</b>		\$	\$
4	1bCPSXXSXXL48XFRNN N	Privacy Screen	4	<b>Yes</b>		\$	\$
5	1bCPSXXSXXL54XFANN N	Privacy Screen	1	<b>Yes</b>		\$	\$
<b>Category 2</b>							
6	2WSSREXXL24L42BELX X	Individual Height Adjustable Work Surfaces	7	<b>Yes</b>		\$	\$
7	2WSSREXXL24L48BELX X	Individual Height Adjustable Work Surfaces	9	<b>Yes</b>		\$	\$
8	2WSSREXXL24L60BELX X	Individual Height Adjustable Work Surfaces	8	<b>Yes</b>		\$	\$
9	2WSSREXXL24L72BELX X	Individual Height Adjustable Work Surfaces	10	<b>Yes</b>		\$	\$
<b>**Provide additional information:</b> Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
					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 to 5	Suite 10 & 20 QAWC Victoria 1250 Lockley Rd, Victoria, BC V9A 4S5	2023-12-18	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
6 to 9	Suite 10 & 20 QAWC Victoria 1250 Lockley Rd, Victoria, BC V9A 4S5	2023-12-18	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 to 5	Suite 10 & 20 QAWC Victoria 1250 Lockley Rd, Victoria, BC V9A 4S5	2023-12-18	Normal	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
6 to 9	Suite 10 & 20 QAWC Victoria 1250 Lockley Rd, Victoria, BC V9A 4S5	2023-12-18	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	<b>Loading Dock/Location</b>	
A	Location	Suite 10 & 20 QAWC Victoria UIC 1250 Lockley Rd, Victoria, BC V9A 4S5
B	Dock	It is a loading zone there is no dock
C	Lift	There is no lift
D	Door	The door is 34" wide and 82" high
E	Freight Elevator	No, passenger elevator only.
F	Other (specify, if any)	<ul style="list-style-type: none"> <li>- Moving truck 30ft max.</li> <li>- Truck must have a hydraulic lift gate.</li> <li>- No 53ft trailers accepted.</li> <li>- 4 desk assembly various sizes ,suite 20 (second floor) Exterior metal extruded stairs 44 inch wide. 10 steps to landing (4 ft W x 8 ft L), reverse 10 steps to upper landing (4ft W x 12 L)</li> <li>Suite 20 Lay down area 8 ft x 10 ft.</li> <li>- 13 desk assembly various sizes, Suite 10 main floor level entry.</li> <li>Suite 10 Lay down area 8 ft x 10 ft.</li> </ul>
<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 Categories 1 & 2**

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

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

\* 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:

**Product Category: 3**

**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	3PMOBFXPM15D24XX YK	Pedestal	13	Yes		\$	\$
2	3PMOBBXPM15D24XX XK	Pedestal	4	Yes			
					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 to 2	Suite 10 & 20 QAWC Victoria 1250 Lockley Rd, Victoria, BC V9A 4S5	2023-12-18	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> <p><i>Add more rows if necessary.</i></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 to 2	Suite 10 & 20 QAWC Victoria 1250 Lockley Rd, Victoria, BC V9A 4S5	2023-12-18	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	<b>Loading Dock/Location</b>	
A	Location	Suite 10 & 20 QAWC Victoria UIC 1250 Lockley Rd, Victoria, BC V9A 4S5
B	Dock	It is a loading zone there is no dock
C	Lift	There is no lift
D	Door	The door is 34" wide and 82" high
E	Freight Elevator	No, passenger elevator only.
F	Other (specify, if any)	<ul style="list-style-type: none"> <li>- Moving truck 30ft max.</li> <li>- Truck must have a hydraulic lift gate.</li> <li>- No 53ft trailers accepted.</li> <li>- 4 desk assembly various sizes ,suite 20 (second floor) Exterior metal extruded stairs 44 inch wide. 10 steps to landing (4 ft W x 8 ft L), reverse 10 steps to upper landing (4ft W x 12 L)</li> <li>Suite 20 Lay down area 8 ft x 10 ft.</li> <li>- 13 desk assembly various sizes, Suite 10 main floor level entry.</li> <li>Suite 10 Lay down area 8 ft x 10 ft.</li> </ul>
<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 Category 3**

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

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

\* 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:



**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.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

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), attached at Annex C;
  - b) *Contract Security Manual* (Latest Edition).

**ANNEX C**  
**SRCL**



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Security Classification / Classification de sécurité Unclassified

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Department of National Defence</b>		2. Branch or Directorate / Direction générale ou Direction CFB Esquimalt
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 Install furniture (desks) at customers location, 1250 Lockley rd Victoria BC.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> 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"/>



**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 EMPLACEMENTS              |   |   |  |
- 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  
On DND premises, unscreened pers. may only access public/reception zones

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / 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?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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

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

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