



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	Amendment No. - N° de modification
T8080-230330	
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	

Date of Solicitation – Date de la demande
2023-11-28
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 : _____

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Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. 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

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 PSAB

For PSAB 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 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

- the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex 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.

- The Bidder's valid VOS clearance number issued by CISD;

The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

Bid Evaluation

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

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing – Submit Bid:	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	Wednesday, December 13, 2023 @ 1400hrs EST
To e-mail address:	meranda.hodgson@tc.gc.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (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.		Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input checked="" type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.		There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Meranda Hodgson
	Title:	Procurement Officer
	Department/Agency/Crown Corporation:	Transport Canada
	Telephone No.:	343-596-5539
	E-mail address:	meranda.hodgson@tc.gc.ca
4.2	Project Authority (To be completed at Contract Award) <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>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	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 type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing (To be completed at Contract Award)	
	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:	
7.	SACC Manual Clauses	
	SACC Manual clause A3015C (2014-06-26), Certifications - Contract	
7.1	Supplemental General Conditions:	
	SACC Manual clause 4013 (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules applies to and forms part of the Contract.	
	SACC Manual clause 4014 (2022-06-20), Suspension of the work applies to and forms part of the Contract	

ANNEX A REQUIREMENT and BASIS OF PAYMENT

1. Objective

The Department of Transport Canada (TC) is implementing a Hybrid project on the 28th floor at Tower C, 330 Sparks St., Ottawa. As a result, TC has a requirement for the supply, delivery, assemble and installation of Workstations.

2. Scope

TC requires the Vendor to supply movers and installers to perform the following scope of work:

1. Procure, deliver, and install workstations.
2. Vendor is to ensure that any furniture items during the delivery/installation do not block exits or Hallways.

3. Tasks

The vendor must supply movers and installers to complete the above scope of work on the dates indicated.

4. Schedule

Delivery is to be completed before March 31st, 2024 and to take place during regular hours, if applicable. Installation is to be completed in fiscal year 24-25 (exact dates TBD)

5. Constraints

The vendor will provide TC Project Lead the names of their employees scheduled to do the work at minimum 5 (five) days before the work is to start.

Upon arrival on site, the Vendor will inspect the site and furniture with a TC project lead and note any damages before work can commence. It will be the vendor's responsibility to fix or replace any damaged items with an item of equal value if it is damaged beyond repair.

Work will not be deemed completed until it has been inspected and approved by a TC Project Lead.

6. Staff/Personnel

The Vendor's personnel assigned to this work must be furniture movers and installers. They must possess the knowledge related to moving furniture and equipment and furniture installation.

Vendor personnel must be able to read floor plans.

Every Crew Supervisor is to have the following experience:

- one year in moving and relocating office equipment and furniture

Vendor personnel must display the Vendor's name or logo on their outer garment(s) for identification purposes. The personnel must also carry a personal identity card of the Vendor with them and show it whenever they are asked to do so at any work site.

Vendor's personnel must demonstrate client orientation and interpersonal skills while on site; they must work well with others, dress properly for work and possess good communication skills and be reliable. Since the work to be performed is considered a front line function, all persons performing the tasks must wear clothes appropriate for the environment as well as have personal suitability.

- neat in appearance;
- dress code (casual clean, safety steel toe CSA approved work boots must be worn at all times during work hours) as required and in accordance with the Canada Occupational Safety and Health Regulations.

***As the work will be performed during employees work hours, the vendor's personnel must behave accordingly. No music, bad language or inappropriate behavior will be tolerated.**

7. Equipment, Resources, Tool Kits

The Vendor is required to provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently, and safely, at no additional cost to Transport Canada.

Example of what could be required;

- 4 wheel padded dollies;
- screen carts;
- computer carts;

- corner protectors;
- shrink wrap;
- dollies;
- blankets/furniture pads.

Example of a suitable installer's tool kit

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes #5 and #8;
- two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- long needle nose pliers;
- vice grips;
- side cutters;
- metric and imperial wrenches (complete sets);
- rubber and Ball Pein hammers;
- cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged batteries;
- metric and Imperial Allen keys (complete sets);
- 100-foot measuring tape.

Additional tools may be required, depending on the requirement. TC will not be responsible for any loss or damage to the Contractor's equipment and/or tools left on site.

8. Site Regulations

The Vendor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed.

9. 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 categories of work:

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.

Category 2 – Freestanding Height Adjustable Desk / Table Products

Category 5 – Ancillary and Lighting Products

NSA Product(s) – Category: 5

10. 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 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 Categories: 1, 2 & 5

Table 1 – Product Table

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required, as per 6B. 4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 1A							
Refer to Annex C and Floor Plans.							\$
Category 1B							
SU-1	1bFFHREW24L60WNOLNY	FREE STANDING SYSTEMS, FIXED HEIGHT WORK SURFACE (LAMINATE), RECTANGULAR, PANEL MOUNTED, 1 FULL GABLE, 1524MM (60IN) WIDE X 610MM (24IN) DEEP, 29" HIGH, PRIVACY SCREEN AND MATERIAL: NO, MODESTY PANELS: NO, POWER/DATA: NO, GROMMETS: YES	8	Yes		\$	\$
SU-2	1bFFHREW24L84WNOLNY	FREE STANDING SYSTEMS, FIXED HEIGHT WORK SURFACE (LAMINATE), RECTANGULAR, PANEL MOUNTED, 1 FULL GABLE, 2133MM (84IN) WIDE X 610MM (24IN) DEEP, 29" HIGH, PRIVACY SCREEN AND MATERIAL: NO, MODESTY PANELS: YES, POWER/DATA: NO, GROMMETS: YES	4	Yes		\$	\$
SU-4	1bFFHREW24L78WNOLNY	FREE STANDING SYSTEMS, FIXED HEIGHT WORK SURFACE (LAMINATE), RECTANGULAR, PANEL MOUNTED, 1 FULL GABLE, 1981MM (78IN) WIDE X 610MM (24IN) DEEP, 29" HIGH, PRIVACY SCREEN AND MATERIAL: NO, MODESTY PANELS: YES, POWER/DATA: NO, GROMMETS: YES	3	Yes		\$	\$
Category 2							
SU-3	2WSSREXXL30L48BELXX	INDIVIDUAL HEIGHT ADJUSTABLE WORK SURFACE, SIT-STAND, RECTANGULAR, LAMINATE, ELECTRICALLY ASSISTED, 23" TO 48.7" HEIGHT, 1219MM (48IN) WIDE X762MM (30IN) DEEP	12	Yes		\$	\$
SU-5	2WSSREXXL30L60BELXX	INDIVIDUAL HEIGHT ADJUSTABLE WORK SURFACE, SIT-STAND, RECTANGULAR, LAMINATE, ELECTRICALLY ASSISTED, 23" TO 48.7" HEIGHT, 1524MM (60IN) WIDE X762MM (30IN) DEEP	5	Yes		\$	\$
SU-6	2B2LREXXL30L60BELFA	MODULAR HEIGHT ADJUSTABLE BENCHING, 2 WORK SURFACES LONG, RECTANGULAR, LAMINATE, PRIVACY SCREEN: FABRIC, ELECTRICALLY ASSISTED, 23" TO 48.7" HEIGHT EACH SURFACE 1524MM (60IN) WIDE X 762MM (30IN) DEEP, MODESTY PANEL: LAMINATE	4	Yes		\$	\$

Category 5						
M-1	5MOADUARMCLPMTXXXXX	DUAL MONITOR ARM, EDGE CLAMP MOUNT (NEEDS TO HOLD TWO 24" WIDE SCREEN MONITOR)	33	Yes		\$
O-1	5PMOWKSMTACUSBXXXXX	POWER MODULE, WORK SURFACE MOUNTED, AC AND USB POWER	36	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						
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		
#	Description of Product (Additional product details may be inserted, if required, as per 6B. 4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
CT-1	CABLE TRAY, FOR INSTALLATION UNDER ALL HEIGHT ADJUSTABLE WORK SURFACES, MUST BE COMPATIBLE WITH SIT-STANDS BASE	21	Yes		\$	\$
				Product Total	\$	

Table 2 – Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 4	Location	Desired Date** (Y/M/D)	Desired Time*	Supplier will deliver on the date and at the time below** (YYYY/MM/DD)	Firm Lot Price \$
All	330 Sparks Street Ottawa, Ontario K1A 0N5 28 TH Floor	Between 2024/01/01 and 2024/03/31 Exact date TBD	Normal Business Hours	_____ : weeks	\$
*Normal Business Hours 8:00 – 17:00, as per Annex A of the SA, article 5.					
**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. Standard Lead time is between 6-10 weeks for furniture delivery and installation.					
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.				Delivery Total	\$

Table 3 - Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 4	Location	Desired Date** (Y/M/D)	Desired Time*	Supplier will install on the date and at the time below** (YYYY/MM/DD)	Firm Lot Price \$
All	330 Sparks Street Ottawa, Ontario K1A 0N5 28 TH Floor	Between 2024/04/01 and 2025/03/31 Exact date TBD	Normal Business Hours	_____ : weeks	\$
*Normal Business Hours 8:00 – 17:00, as per Annex A of the SA, article 5.					
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. Standard Lead time is between 6-10 weeks for furniture delivery and installation.					
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.				Installation Total	\$

The furniture installer must be available to come back on site after the furniture installation is completed for deficiencies or any furniture modifications required by the client to guarantee the product's functionality and quality.		
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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**

1.	Standard Finishes	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed. During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.	
2.1	Loading Dock/Location	
A	Location	Transport Canada offices located at 330 Sparks street, Ottawa, Ontario, Tower C
B	Dock	Loading dock is accessible from Queen street. Standard size. The maximum height to enter the dock is 13'-1" so a 5 ton truck is recommended.
C	Lift	Does not have a lift. The Contractor will need to bring a dock plate.
D	Door	All doors within the building are a standard size.
E	Freight Elevator	Freight Elevator will be available on site. Door opening 48" w x 84" h. Can fit 1 blue standard skid at a time.
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

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

* Applicable taxes extra.

Table 9 – Bidder's Authorized Representative

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

T8080-230330

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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/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror 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/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b) *Contract Security Manual* (Latest Edition).

COMMON-PS-SRCL#2



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat TC-C-00514
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 Transport Canada	2. Branch or Directorate / Direction générale ou Direction Facility Management	
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 Order, delivery and installation of workstation furniture. ARTS-22-23-00497-2		
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 no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans 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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
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 <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"/>



Solicitation No. - N° de l'invitation
T8080-230330

Amd. No. - N° de la modif.
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COMMON-PS-SRCL#2



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat TC-C-00514
Security Classification / Classification de sécurité UNCLASSIFIED

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 Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquez 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 Yes
Non 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 COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#2



Contract Number / Numéro du contrat TC-C-00514
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
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

**ANNEX C
FLOOR PLAN(S)**

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers including NSA products forming part of this category;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

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

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

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

Category 1a Requirement:**1) Floor Plan(s)**

*** AutoCAD floor plan will be provided to the winning bidder***

2) Panel Details

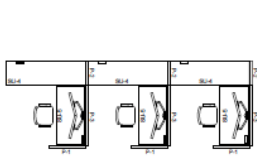
- a. All required panel heights: *Work Surface Privacy Add-on Height*
- b. When power is required, the power is located *under* work surface height unless specified on the Matrix; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: *Base feed*

3) Panel Matrix or Workstation Layout**Workstation Layout(s)**

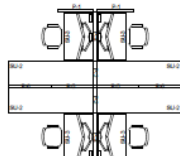
- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and NO PANELS MUST BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.
- Should one typical workstation identify power and the other does not – power will be required for both.

FURNITURE PARTS & LEGEND

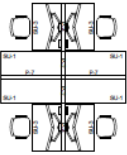
TYPICALS



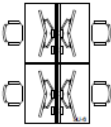
WS-A1
PANEL SYSTEMS /
SYSTÈMES DE PANNEAUX



WS-A2
PANEL SYSTEMS /
SYSTÈMES DE PANNEAUX



WS-A3
PANEL SYSTEMS /
SYSTÈMES DE PANNEAUX



WS-B2
MODULAR BENCHING /
SURFACES MULTIPLES

PARTS TOTAL COUNT

CATEGORY 1A

SOQID	TAG	SIZE (MM)	DESCRIPTION
1UR	F-1	WORK SURFACE FRONT HEIGHT 114	LOWER ELEMENT 1: PINKO, LOWER ELEMENT 2: PINKO, UPPER ELEMENT 1: GLASS
1UR	F-2	WORK SURFACE FRONT HEIGHT 110	UPPER ELEMENT 2: GLASS LOWER ELEMENT 1: PINKO LOWER ELEMENT 2: PINKO UPPER ELEMENT 1: GLASS UPPER ELEMENT 2: GLASS
1UR	F-3	WORK SURFACE FRONT HEIGHT 124	LOWER ELEMENT 1: PINKO, POWERED OUTLETS BELOW THE WORK SURFACE UPPER ELEMENT 1: GLASS UPPER ELEMENT 2: GLASS
1UR	F-4	WORK SURFACE FRONT HEIGHT 1218	LOWER ELEMENT 1: PINKO, POWERED OUTLETS BELOW THE WORK SURFACE LOWER ELEMENT 2: PINKO, POWERED OUTLETS BELOW THE WORK SURFACE UPPER ELEMENT 1: GLASS UPPER ELEMENT 2: GLASS
1UR	F-5	WORK SURFACE FRONT HEIGHT 1066	LOWER ELEMENT 1: PINKO, POWERED OUTLETS ABOVE THE WORK SURFACE LOWER ELEMENT 2: PINKO, POWERED OUTLETS ABOVE THE WORK SURFACE UPPER ELEMENT 1: GLASS UPPER ELEMENT 2: GLASS
1UR	F-6	WORK SURFACE FRONT HEIGHT 1066	LOWER ELEMENT 1: PINKO, LOWER ELEMENT 2: PINKO UPPER ELEMENT 1: GLASS UPPER ELEMENT 2: GLASS
1UR	F-7	WORK SURFACE FRONT HEIGHT 1224	LOWER ELEMENT 1: PINKO, POWERED OUTLETS BELOW THE WORK SURFACE LOWER ELEMENT 2: PINKO, POWERED OUTLETS BELOW THE WORK SURFACE UPPER ELEMENT 1: GLASS UPPER ELEMENT 2: GLASS

CATEGORY 1B

SOQID	TAG	SIZE	DESCRIPTION
1RRRHW24L60WINDUW	SU-1	1824X110 (WxD)	RECTANGULAR SURFACE, PANEL MOUNTED WITH 1 FULL GABLE END
1RRRHW24L60WINDUW	SU-2	2133X110 (WxD)	RECTANGULAR SURFACE, PANEL MOUNTED WITH 1 FULL GABLE END
1RRRHW24L70WINDUW	SU-4	1824X110 (WxD)	RECTANGULAR SURFACE, PANEL MOUNTED WITH 1 FULL GABLE END

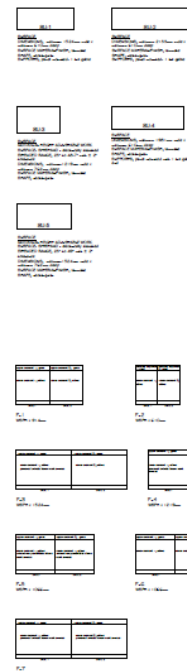
CATEGORY 2

SOQID	TAG	SIZE	DESCRIPTION
ZWSRHW12L48RBLU	SU-3	1218X142 (WxD)	INDIVIDUAL HEIGHT ADJUSTABLE WORK SURFACE, SIT-PAD, ELECTRICALLY ASSISTED
ZWSRHW12L48RBLU	SU-3	1824X142 (WxD)	INDIVIDUAL HEIGHT ADJUSTABLE WORK SURFACE, SIT-PAD, ELECTRICALLY ASSISTED
ZSLRHW12L48RBLU	SU-6	1824X142 (WxD)	BENCHING HEIGHT ADJUSTABLE WORK SURFACES, SIT-PAD, ELECTRICALLY ASSISTED, 2 WORK SURFACES LONG

CATEGORY 3

SOQID	TAG	SIZE	DESCRIPTION
SHVQDUPH10L48M1000X	M-1	1UR	DUAL MONITOR ARM, EDGE CLAMP MOUNT
SHVQDUPH10L48M1000X	CH-1	1UR	POWER MODULE, SURFACE MOUNTED, 40 AND USB

LEGEND



WORK SURFACE SURFACE HEIGHTS: Image 1 (262mm (10.3") to 1.13 (46.1"))

ANNEX D
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS

This Annex includes the additional Specifications, Certifications associated with NSA products forming part of the requirement.

1. Specifications

See table 1

2. Certifications

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

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

Supplier's Signature

Date

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

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

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