

**Statement of Requirement
Single Quarters Chairs
January 16, 2024**

1.0 Purpose

The purpose of this Statement of Requirement (SOR) is to define the requirement for the purchase of ergonomic chairs for the Single Quarters.

1.2 Background

The Department of National Defence (DND), Garrison (Grn) Petawawa, has a requirement to provide CAF members living in Single Quarters (SQ) with a suitable chair for each member to do their studies and training courses.

1.3 Terminology

The following abbreviations and acronyms are used in this Statement of Requirement:

CAF	Canadian Armed Forces
DND	Department of National Defence
Grn	Garrison
SOR	Statement of Requirement

2.0 Requirement

The requirement is for the provision, delivery, assembly and installation of chairs to the Single Quarters. The requirement is for a total of 266 chairs.

2.1 Technical Specifications

The chairs must have the following:

1. Meet ergonomic standards.
2. Have medium back with arm rests, adjustable lumbar support, weight sensing synchro-tilter mechanism, adjustable arms and hard floor casters.
3. Durable mesh fabric.
4. Dimension-no more than 42" wide.
5. Height must be adjustable.
6. Colour- black, silver, grey

2.3 Delivery

The chairs must be delivered and assembled by 28 March 2024. The items must be delivered to Building G101 and the delivery and installation must be between 8:00 am and 4:00 pm Monday to Friday. The Contractor must assemble and install the chairs in each room. The delivery must be coordinated with DND.

2.4 DND Responsibilities

DND will provide access to buildings where the chairs are to be delivered and installed.

Mandatory Criteria

1. Meet all technical specifications.
2. Delivery and assembly by 28 March 2024.

Basis of Payment

Chair – cost

The price of the items must include delivery, assembly and installation.