



No of Page/ N° de page	19
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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.

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

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



Table of Contents

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS 3

Terms of the RFB:..... 4

Security Requirement: 4

Bid Evaluation..... 4

SECTION 2 - RESULTING CONTRACT CLAUSES..... 6

ANNEX A - REQUIREMENT AND BASIS OF PAYMENT..... 8

1. Category Selection 8

2. Product and Pricing Tables 9

Table 1 – Product Table..... 10

Table 2 – Delivery 11

Table 4 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications..... 13

Table 4 – Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)..... 14

Table 5 – Bidder’s Authorized Representative 14

ANNEX B - SECURITY REQUIREMENTS (SRCL)..... 15

ANNEX C – ADDITIONAL SPECIFICATIONS..... 19

ANNEX D - LOADING DOCKS..... 20

OTTAWA LOCATION – 255 ALBERT ST, OTTAWA, ON K1A 0H2..... 20

TORONTO LOCATION - 121 KING ST W, TORONTO, ON M5H 3T9 21

MONTREAL LOCATION – 2001 ROBERT-BOURASSA BLVD, STE 350, MONTREAL, PQ H3A 2A6 22

ANNEX E - COVID-19 VACCINATION REQUIREMENT CERTIFICATION..... 23



SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. 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.

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



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.

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 (the checked box applies):
 - a. by the closing date of the bid;
 - b. 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.

Unscreened Contractor personnel may be used for portions of the work but **MUST NOT** have access to any **PROTECTED** information and must be escorted at all times while on OSFI premises, and must ensure that its personnel are made aware of and comply with this restriction.

Bid Evaluation

An evaluation team composed of representatives of the Office of the Superintendent of Financial Institutions 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:	a. 2021-12-03 b. 14:00 Eastern Standard Time
To e-mail address (if applicable)	Facilities@osfi-bsif.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.	five 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.	X	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.		Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained 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:	Alanna Duncan
	Title:	Facilities & Materiel Services Coordinator
	Department/Agency/Crown Corporation:	OSFI-BSIF
	Address:	255 Albert Street, Ottawa, ON K1A 0H2
	Telephone No.:	613-990-7452
	E-mail address:	Alanna.Duncan@osfi-bsif.gc.ca
4.2	Project Authority	
	<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:	Walter Woodacre
	Title:	Manager, Facilities & Materiel Services
	Department/Agency/Crown Corporation:	OSFI-BSIF
	Address:	255 Albert Street, Ottawa, ON K1A 0H2
	Telephone No.:	613-990-9110
	E-mail address:	Walter.Woodacre@osfi-bsif.gc.ca
4.3	Contractor's Representative	
	As set out in Annex A, Table 6 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.	
	X	Single Payment
		Multiple Payment



6.	<p>Invoicing</p> <p>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:</p> <p>Name of the organization and contact: <i>[To be completed at contract award]</i></p> <p>Address:</p>
7.	<p>SACC Manual Clauses</p> <p>I. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.</p> <p>II. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.</p> <p>III. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.</p> <p>SACC Manual clause B7500C (2006-06-16), Excess Goods SACC Manual clause A9068C (2010-01-11), Government Site Regulations SACC Manual clause G1005C (2016-01-28), Insurance - No Specific Requirement</p>
	<p>A3080 - COVID-19 vaccination requirement</p> <p>This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.</p>
	<p>A3081 - COVID-19 vaccination requirement certification</p> <p>In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation (See Annex E), to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.</p>
	<p>Supplemental General Conditions:</p>
	<p>ID 4013 - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.</p>
	<p>ID 4014 - Suspension of the work apply to and form part of the Contract.</p>



ANNEX A - REQUIREMENT and BASIS OF PAYMENT

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

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 4 and 5. **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: 2

Table 1 – Product Table

P R O D #	Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
	GoCUID	Description of Product	Q T Y	Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 2							
1	2WSSREXXL30L72BELXX	Individual Height Adjustable Work Surfaces -Base will be used initially as intended on the 30” x 72” work surface as indicated. **The base must be capable of supporting different widths ranging from 42” up to 72” by either an adjustment or modification (at OSFI’s discretion).	360	*Yes **Adjustable or Modifiable Bases			
						\$	\$

***Provide additional information:**

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

**** Modifiable Bases**

Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature demonstrating how this product is made and could easily be adjusted or further modified to support surfaces ranging from, at minimum, 42in to 72in wide.

OSFI’s intent is to, at OSFI’s discretion, be able to modify the height adjustable base in the future for use in other projects which may require different width surfaces to what is defined here. We are looking to be able to re-use the existing mechanisms for surfaces ranging, at minimum, from 42in wide to 72in wide (depth would remain 30in).

Should OSFI decide to modify those height adjustable bases OSFI understands doing such modifications may void warranty and takes full responsibility.



Table 2 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID	
Product Item # from Table 1	Qty	Location	Desired Date** (Y/M/D)	Desired Time	Supplier will supply and deliver as per below**	Firm Lot Price \$
1	176	255 Albert St, 8 th Floor Ottawa, ON K1A 0H2	2021-01-17	09:30-16:30 EST	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
1	142	121 King St W, 14 th Floor Toronto, ON M5H 3T9	2021-01-17	18:30-23:00 EST	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	
1	42	2001 Robert-Bourassa Blvd, Ste 530, Montreal, PQ H3A 2A6	2021-01-17	09:30-16:30 EST	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	
<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>Deliveries to the floor removed from skids and skids taken away (***)All packaging to be removed upon delivery)</p>					Delivery Total:	\$



Table 3 – Installation

Section A - IU REQUIREMENT						Section B – SUPPLIER’S BID	
Product Item # from Table 1	Floor	Quantity to install on floor***	Location	Desired Date** (Y/M/D)	Desired Time: Normal* Business Hours	Supplier will install as per below	Firm Lot Price \$
1	8 th	176	255 Albert St, ON K1A 0H2	2021-01-17	[Normal]		\$
1	14 th	142	121 King St W, 26th Floor Toronto, ON M5H 3T9	2021-01-17	[Normal]		\$
1	5 th	42	2001 Robert-Bourassa Blvd, Ste 530, Montreal, PQ H3A 2A6	2021-01-17	[Normal]		\$
<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> <p>***Quantity on each floor is subject to change and would be provided by the PA prior to installation date.</p>						Installation Total:	\$



Table 4 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
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 charges will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
	<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 - OTTAWA	
	Location	255 Albert St, Ottawa, ON K1A 0H2
	Dock	Yes, five tone truck maximum
	Lift	Not available
	Door	6’6” H x 7’ W
	Freight Elevator	Main floor, Right of dock
	Other (specify, if any)	See Annex D Loading Docks
2.2	Loading Dock/Location - TORONTO	
	Location	121 King St W, Toronto, ON M5H 3T9
	Dock	Yes, on York Street, Northbound
	Lift	Yes on north side 5000lbs maximum weight capacity 7’L x 5’ W with hinged flap (16”L)
	Door	6’6” H x 7’ W
	Freight Elevator	Main floor, Right of dock
	Other (specify, if any)	See Annex D Loading Docks
2.3	Loading Dock/Location - MONTREAL	
	Location	2001 Robert-Bourassa Blvd, Ste 530, Montreal, PQ H3A 2A6
	Dock	Located on Union Street (corner of Robert-Bourassa and Union)
	Lift	Yes 4000lbs maximum weight capacity
	Door	11’9” (335cm) H x 13’11” (396cm) W
	Freight Elevator	Main Floor
	Other (specify, if any)	See Annex D Loading Docks
3.	Continuance of Certifications	
	<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 5 – 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	Total Evaluated (Bid) Price* (1 + 2 + 3) <i>[to be removed at contract award]</i>	\$
5	Contract Price (1+2+3): <i>[applicable at contract award only]</i>	\$
6	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
7	Total Estimated Cost (5 +6): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 6 – Bidder’s Authorized Representative

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		PBN:



ANNEX B - SECURITY REQUIREMENTS (SRCL)

The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
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	OSFI-BSIF	2. Branch or Directorate / Direction générale ou Direction Security and Facilities Services
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 height adjustable desk delivery and installation		
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 checked="" type="checkbox"/> No Non	<input 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"/>	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"/>



Contract Number / Numéro du contrat [Redacted]
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 / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : [Redacted]

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 : [Redacted]
Document Number / Numéro du document : [Redacted]

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

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

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

Special comments: [Redacted]
Commentaires spéciaux : [Redacted]

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 A 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



Contract Number / Numéro du contrat [REDACTED]
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat [Redacted]
Security Classification / Classification de sécurité unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Walter Woodacre	Title - Titre Manager, Facilities and Materiel	Signature Woodacre e Walter	<small>Digitally signed by Woodacre Walter DN: cn=Woodacre, o=OSFI, ou=Ottawa-W10, ou=CI&SI, c=Canada, email=Walter.Woodacre@osfi-bsif.gc.ca Reason: I have reviewed this document Location: your signing location here Date: 2021-11-29 15:52:12 Foil PhantomPDF version: 9.7.0</small>
Telephone No. - N° de téléphone 813-990-9110	Facsimile No. - N° de télécopieur 813-990-0081	E-mail address - Adresse courriel walter.woodacre@osfi-bsif.gc.ca	Date [Redacted]
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) [Redacted]	Title - Titre [Redacted]	Signature [Redacted]	
Telephone No. - N° de téléphone [Redacted]	Facsimile No. - N° de télécopieur [Redacted]	E-mail address - Adresse courriel [Redacted]	Date [Redacted]
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Alanna Duncan	Title - Titre Facilities and Materiel Coordinator	Signature Duncan , Alanna	<small>Digitally signed by Duncan, Alanna DN: cn=Duncan, o=OSFI, ou=Ottawa-W10, ou=CI&SI, c=Canada, email=Alanna.Duncan@osfi-bsif.gc.ca Reason: I agree to the terms defined by the placement of my signature in this document Date: 2021-11-12 14:05:33 Foil PhantomPDF version: 9.7.0</small>
Telephone No. - N° de téléphone (613) 990-7452	Facsimile No. - N° de télécopieur [Redacted]	E-mail address - Adresse courriel alanna.duncan@osfi-bsif.gc.ca	Date [Redacted]
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) [Redacted]	Title - Titre [Redacted]	Signature [Redacted]	
Telephone No. - N° de téléphone [Redacted]	Facsimile No. - N° de télécopieur [Redacted]	E-mail address - Adresse courriel [Redacted]	Date [Redacted]



ANNEX C – ADDITIONAL SPECIFICATIONS

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

1. Specifications

OSFI is requesting the additional specification of the base to be easily adjusted or further modified to support surfaces ranging from, at minimum, 42in to 72in wide.

OSFI's intent is to, at OSFI's discretion, be able to modify the height adjustable base in the future for use in other projects which may require different width surfaces to what is defined here. We are looking to be able to re-use the existing mechanisms for surfaces ranging, at minimum, from 42in wide to 72in wide (depth would remain 30in).

Should OSFI decide to modify those height adjustable bases OSFI understands doing such modifications may void warranty and takes full responsibility.



ANNEX D - LOADING DOCKS

OTTAWA LOCATION – 255 ALBERT ST, OTTAWA, ON K1A 0H2



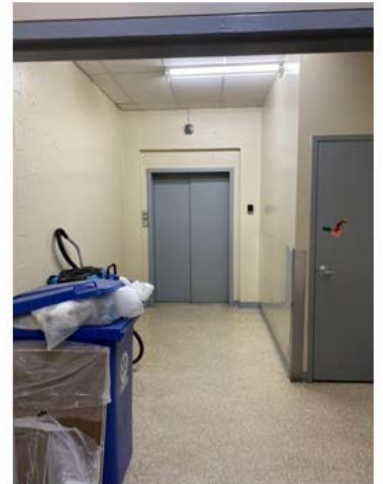
Picture 1: Picture from street of side of 255 Albert where loading dock is located.



Picture 2: Loading dock 255 with door open



Picture 3: Picture from loading dock door looking inside loading dock area



Picture 4: Picture from inside loading dock area Looking towards Freight elevator door



Picture 5: Picture inside freight elevator



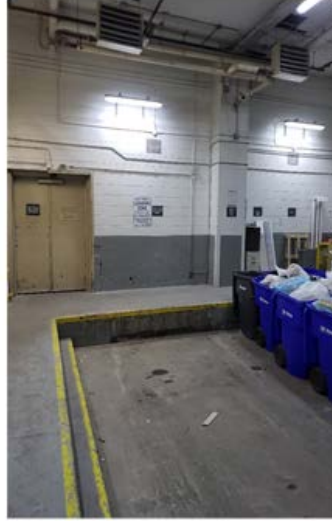
TORONTO LOCATION - 121 KING ST W, TORONTO, ON M5H 3T9



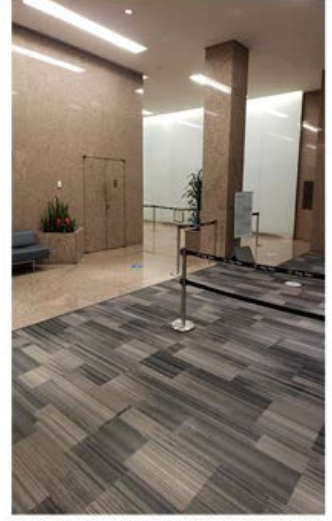
Picture 1: Picture from street of side of 121 King Street West where loading dock is located.



Picture 2: Loading dock 121 with door open



Picture 3: Picture from loading dock door looking inside loading dock area



Picture 4: Picture from inside loading dock area Looking towards Freight elevator door



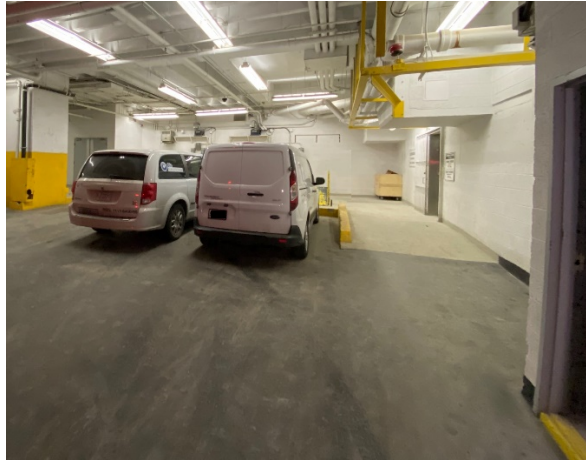
Picture 5: Picture freight elevator



MONTREAL LOCATION – 2001 ROBERT-BOURASSA BLVD, STE 350, MONTREAL, PQ H3A 2A6



Picture 1: View of loading bay from street



Picture 2: View from garage door inside loading bay.
Freight elevator shown on the right



Picture 3: View of garage doors from inside



ANNEX E - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

The Contractor is to complete and submit the COVID-19 Vaccination Requirement Certification below with their bid.

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all personnel that
_____ (*name of business*) will provide on the resulting Contract who access
federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
 - (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;
- until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada’s COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada’s COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.