



REQUEST FOR INFORMATION

DEVELOPMENT OF A BIDDERS LIST FOR SECURITY GUARD SERVICES FOR THE CANADIAN MISSION NETWORK ABROAD

Mission Procurement
Global Affairs Canada

April 2024



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1. OVERVIEW

1.1 Purpose

This Request for Information (RFI) is an open invitation to solicit information from current protective services providers. The information collected will assist Global Affairs Canada in becoming a more informed buyer of protective services around the world. The Government of Canada has no obligation to issue any Request for Proposal (RFP) or award any Contract following the RFI.

1.2 Background

Global Affairs Canada (GAC) has 104 protective services contracts providing services to 127 missions around the world. Typically, GAC will re-solicit these requirements every five years through a traditional competitive process.

Potential bidders on these requirements are invited to participate in this RFI. GAC is seeking through this RFI to solicit information from participants who may be interested in bidding on these requirements.

1.3 Nature of this Request for Information

This RFI is a request to solicit information from the reputed service providers who may be interested in being part of this initiative. This is issued solely for information and planning purposes thus it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI does not oblige the GC to contract with any service provider.

GAC is not at this time seeking proposals and will not accept unsolicited proposals. Responding to this Request for Information (RFI) is not a prerequisite to receiving or being eligible to bid on any Request for Proposal (RFP) for these requirements. Any RFP will be issued separately at a later date. As Security Guard Services are exempt from Trade Agreements, the resulting RFP's will be issued on a limited tender basis to pre-vetted vendors.

2. DISCLAIMER

- 2.1 This RFI is not to be construed as a solicitation for tenders or proposals. No contract or other form of commitment will be entered into based on responses to this RFI. This RFI is not considered as authorization by Global Affairs Canada (GAC) to undertake any work that would result in costs to GAC.
- 2.2 Nothing in this RFI shall be construed as a commitment from GAC to issue an RFP for this requirement. GAC may use non-proprietary information provided in its review and/or in the



preparation of any formal RFP. All responses will be held by GAC on a confidential basis and remain the property of GAC once they have been received.

- 2.3 GAC may reproduce or transcribe the response and any non-proprietary supporting documentation for the purpose of its review and/or inclusion in any resulting RFP document. Vendors responding to this RFI are advised to clearly identify which (if any) portions of their responses are proprietary.
- 2.4 The confidentiality of each vendor's response will be maintained.
- 2.5 GAC shall not be bound by anything stated herein. GAC reserves the right to change, at any time, any or all parts of the requirements, as it deems necessary. GAC also reserves the right to revise its procurement approach, as it considers appropriate, either based upon information submitted in response to this RFI or for any other reason it deems appropriate. This RFI remains the property of GAC at all times.

3. INSTRUCTIONS

3.1 Online Submission Form:

All interested parties are invited to provide GAC with the requested information by using the online information collection form - accessible from this RFI.

3.2 Response Deadline

The online information submission tool will be accessible until July 22nd 2024 at 2:00pm EDT. Any submissions after that date may not be considered.

3.3 Follow-up Process

GAC may, contact any respondent to follow up with additional questions or to clarify any aspect of this RFI.

3.5 Enquiries

All enquiries and other communications related to this RFI are to be directed exclusively to the Procurement Officer, listed in section 3.6, below. Since this is not a bid solicitation, GAC will not necessarily respond to all enquiries in writing.

3.6 Contact

Wayne Dubeau
Gestionnaire en approvisionnement | Procurement Manager
Services de protection | Protective Services



Approvisionnement pour les missions | Mission Procurement
Affaires mondiales Canada/Global Affairs Canada
Email: internationalproposals@international.gc.ca



Click on the following link to access

[INFORMATION COLLECTION FORM](#)



By submitting a signed and completed form, the service provider agrees to the Terms and Conditions and accompanying [Rules of Engagement](#) below



4. RULES OF ENGAGEMENT

The following terms and conditions apply to the Request For Information (RFI). The respondents agree that:

- a. Respondents will not reveal or discuss any information with media or social networks.
- b. Respondents will self-finance any cost incurred in participating in this RFI
- c. To direct all enquiries related to the RFI to the Contracting Authority.
- d. Other Industry participants may join the RFI at any time during the process.

Reserved Rights

In addition to any other expressed or implied rights, GAC reserves the right to:

- a. cancel this RFI process at any time and issue a new RFI for the same or similar information;
- b. change the structure of the RFI process;
- c. vary or extend any date or time in this RFI at any time, and for such a period as GAC at its sole and absolute discretion considers appropriate;
- d. make changes, including substantial changes, provided they are issued in an addendum to this RFI;
- e. request written clarification or the submission of supplementary information from any or all respondents, or provide additional information or clarification;
- f. contact any customer or reference provided within a respondent's submission, as part of the assessment process; and,
- g. not consider any response that contains information that GAC (in its sole and absolute discretion) believes to contain misrepresentations or any other inaccurate or misleading information.