



A1. Contract Advisor

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Construction

Invitation to Qualify (ITQ)

A2. Title New Observation Posts at the Embassy of Canada to Haiti, in Port-au-Prince		
A3. Solicitation Number 24-259375	A4. Project Number B-PRNCE-400.7	A5. Date March 4, 2024
<p>A6. ITQ Documents</p> <ol style="list-style-type: none"> 1. ITQ title page 2. Submission Requirements (Section “I”) 3. Background and Requirements Description (Section “II”) 4. Evaluation for Prequalification (Section “III”) <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
<p>A7. Proposal Delivery</p> <p>In order for the proposal to be valid, it must be received no later than 14:00 Eastern Daylight Time (EDT) on March 20, 2024 referred to herein as the “Closing Date”.</p> <p>Electronic proposals must be sent only to the following email address: realproperty-contracts@international.gc.ca</p>		
<p>A8. Enquiries</p> <p>All enquiries or issues concerning this ITQ must be submitted in writing to the Contract Advisor no later than three (3) business days prior to the Closing Date and Time in order to allow sufficient time to provide a response.</p>		
<p>A9. Language</p> <p>Proposals shall be submitted in English or French.</p>		
<p>A10. Respondents’ Conference</p> <p>A Respondents’ conference will be held virtually on March 12, 2024. The conference will begin at 14:00 (local time in Port-au-Prince, Haiti). The scope of the requirement outlined in the ITQ will be reviewed during the conference and questions will be answered. It is recommended that Respondents who intend to submit a proposal attend or send a representative.</p> <p>Respondents are requested to communicate with the Contract Advisor before the conference to confirm attendance. Respondents should provide, in writing, to the Contract Advisor, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than three (3) business days prior to the conference.</p> <p>Any clarifications or changes to the solicitation resulting from the Respondents' conference will be included as an amendment to the solicitation. Respondents who do not attend will not be precluded from submitting a proposal.</p>		



Section "I" – Submission Requirements

- 1.1 Proposals must be received by the Department of Foreign Affairs, Trade and Development (DFATD) at the email address identified and by the date and time specified on page 1 of the solicitation.
- 1.2 Respondents should ensure that their name and the solicitation number are clearly referenced in the email subject line. It is the responsibility of the Respondent to confirm that their submission has been received on time and to the correct email address.
- 1.3 More than one (1) e-mail can be sent if necessary. If the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened.
- 1.4 His Majesty requests that Respondents provide their electronic proposals in Portable Document Format (.pdf) software application files or Microsoft office version 2003 or greater files.
- 1.5 Respondents should follow the specifications format instructions described below, during the preparation of their proposal:
 - Minimum type face of 10 points.
 - All material be formatted to print on 8.5" x 11" or A4 paper.
 - For clarity and comparative evaluation, the Respondent should respond using the same subject headings and numbering structure as in this ITQ document.
- 1.6 Proposals may be modified or resubmitted only before the solicitation Closing Date and Time, and must be done in writing. The latest proposal received will supersede any previously received proposals.
- 1.7 His Majesty will take no responsibility if a proposal is not received on time because the e-mail was refused by a server for the following reasons:
 - The size of attachments exceeds 10 MB.
 - The e-mail was rejected or put in quarantine because it contains executable code (including macros).
 - The e-mail was rejected or put in quarantine because it contains files that are not accepted by DFATD server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.
- 1.8 Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, will not be accepted. All documents submitted must be attached to the e-mail.
- 1.9 It is strongly recommended that Respondents confirm with the Contract Advisor that their complete proposal was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the proposal is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.
- 1.10 His Majesty requires that each proposal, at Closing Date and Time or upon request from the Contract Advisor, be signed by the Respondent or by an authorized representative of the Respondent. If any required signature(s) are not submitted as requested, the Contract Advisor may inform the Respondent of a time frame within which to provide the signature(s). Failure to comply with the request of the Contract Advisor and to provide the signature(s) within the time frame provided may render the proposal non-responsive.
- 1.11 It is the Respondent's responsibility to:
 - obtain clarification of the requirements contained in the ITQ, if necessary, before submitting a proposal;
 - prepare its proposal in accordance with the instructions contained in the ITQ;
 - submit by Closing Date and Time a complete proposal;
 - send its proposal only to the email address specified on page 1 of the solicitation;
 - ensure that the Respondent's name, and the solicitation number are in the subject line of the email containing the proposal; and
 - provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the ITQ.
- 1.12 Unless specified otherwise in the ITQ, His Majesty will evaluate only the documentation provided with a



Respondent's proposal. His Majesty will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.

- 1.13** This ITQ must not be construed as an invitation to submit a proposal to the RFP and no contract will be negotiated or awarded to any respondent. The Minister is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by Respondents responding to this ITQ.
- 1.14** The Minister reserves the right to modify the project requirement, in part or in full, as it deems necessary. The Minister also reserves the right to use the responses in the preparation of any subsequent solicitation or for any other reason.



Section “II” – Background & Requirement Description

1. OBJECTIVES

- 1.1. His Majesty the King in right of Canada, represented by the Department of Foreign Affairs, Trade and Development (DFATD) requires the design and construction for new guard observation posts and patrol pathways for enhanced security. The intent of this project is to improve security observation capabilities along front perimeter and main entrance gate of the facility by providing observation posts and walkways for security personnel affording a greater vantage of the immediate approach to the Embassy. The project is intended to be developed and implemented through the standard Design-Build phases: Analysis of Existing Conditions, Construction Documents, and Construction.
- 1.2. To fulfill this requirement, DFATD is initiating a procurement with the intention of selecting one (1) Contractor for the works.
- 1.3. The procurement will be carried out in two (2) separate stages, as followed:
 - Stage 1 – Invitation to Qualify (ITQ), herein referred to as “ITQ”
 - Stage 2 – Request for Proposals (RFP), herein referred to as “RFP”
- 1.4. The objective of the ITQ is to prequalify Contractors with the necessary knowledge, skills and experience in similar projects for participation in the subsequent RFP. Contractors responding to this ITQ will herein be referred to as “Respondents”.
- 1.5. Respondents meeting the mandatory criteria set out in this ITQ will be invited to the subsequent RFP. Existing specifications of the property in its current state will be included in the RFP.
- 1.6. Should only one (1) Contractor become prequalified under this ITQ, DFATD reserves the right (but will not be obligated) to award the contract to the single responsive Respondent.
- 1.7. Should no Contractor become prequalified under this ITQ, DFATD reserves the right (but will not be obligated) to cancel and reissue the ITQ.

2. OUTLINE OF TASKS

- 2.1. Works solicited through the subsequent RFP will be based on the specifications provided by DFATD. Contractors whom submit proposals in response to the RFP will herein be referred to as “Bidders”.
- 2.2. Following the evaluation of the RFP, should a contract be awarded, the Contractor will be obligated to complete the works using the specifications provided by DFATD in the RFP. The awarded Contractor will be required to perform all works while adhering to the laws and regulations of local authorities having jurisdiction in Port-au-Prince, Haiti.
- 2.3. The extent of work related to the design and construction for new guard observation posts and patrol pathways generally include, but are not limited to the following:
 - Review existing documentation;
 - Understand the existing building structure, systems and local requirements of Authorities Having Jurisdiction in the designated location;
 - Design physical security upgrades;
 - Provide construction services; and
 - Provide post-construction services.

3. REQUIRED RESOURCES

- 3.1 Resources may include, but not limited to, structural engineer, electrical engineer, civil engineer, health and safety coordinator, sub-contractors, and main Contractor.



4. PROPOSED SCHEDULE AND KEY MILESTONES

4.1. The project has an expected completion date of 7 months after contract award. Respondents should note, below, the anticipated key milestone dates for this project. These timelines are subject to change at the sole discretion of DFATD.

Stage 1 – Invitation to Qualify

Issuance of Stage 1	March 2024
Closing of Stage 1	March 2024
Evaluation of Submissions Stage 1	March 2024
Notification of results for Stage	April 2024

(Note: Stage 2 will be by invitation only to firms prequalified in Stage 1.)

Stage 2 - Request for Proposal

Issuance of Stage 2	April 2024
Closing of Stage 2	April 2024
Evaluation of Submissions Stage 2	April 2024
Contract Award	May 2024

5. ANTICIPATED PROJECT CONSTRAINTS

5.1 The Contractor may not modify the order of projects to be completed according to the execution plan and the worksite plan provided by DFATD. The Contractor may not make changes to products without receiving written consent from the Departmental Representative indicating their approval of the proposed modifications or changes.



Section “III” – Pre-Qualification Requirements

1. Proposal

1.1. The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that His Majesty has any previous knowledge of the Respondent’s qualifications other than that supplied pursuant to this ITQ.

2. Mandatory Requirements for Pre-qualification

2.1. Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the proposal will receive no further consideration for the RFP stage.

Criteria	Mandatory Requirement	Compliance
M1	<p>The Respondent must be capable of providing the full range of services required in English or French and must have the capacity to fulfill the works on site in Port au Prince, Haiti.</p> <p>Onsite works may be completed through the supplier’s firm, partnerships with local suppliers’ either through a Joint Venture or sub-Contractor arrangement.</p>	<p>The Respondent must provide written confirmation they are capable of providing the full range of services required in English or French, and have the ability to travel to, and perform the full scope of the work in Port-au-Prince, Haiti.</p>
M2	<p>The Respondent must have completed a minimum of three (3) projects within the last five (5) years to the ITQ closing date, related to perimeter security. These projects should be of a similar size and scope provided in Section “II”.</p> <p>If more than three (3) projects are submitted, only the first three (3) will be used for evaluation purposes. Additional projects submitted will not be considered.</p>	<p>The response to be provided can be supported by existing brochures, corporate profiles, reference letters, etc.</p> <p>Information to be submitted:</p> <ul style="list-style-type: none"> • title of project(s), location (city, country), project value; • brief description of project scope, cost and schedule; • dates of participation in the project; • corporate role in the project; • client references; and • design awards, photographs, brochure material, as appropriate.



Annex “A” – Identification of Respondent

Respondents may submit responses in joint venture (JV) with other firms. The JV arrangement and relevant experience of each entity must be clearly articulated in the Response.

In the event the Respondent is a joint venture, the following applies:

A Joint Venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium, in order to submit together a Response to this ITQ Stage one and, if prequalified, then later submit a proposal to the RFP Stage two. Respondents who submit a Response to this ITQ Stage one as a joint venture must indicate clearly and formally that it is a joint venture and provide this following information in Annex A:

- i. name of each member of the joint venture
- ii. role and expertise of each member of the joint venture
- iii. name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable
- iv. name of the joint venture, if applicable

The Response to the ITQ Stage one must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. Canada may, at any time, require each member of the joint venture to prove that the representative has been appointed with full authority to act as its representative for the purposes of submitting a Response to the ITQ Stage one and, in turn, a proposal to the RFP Stage two.

All members of the joint venture will be jointly and severally responsible for the obligations entered into by the Respondent in accordance with the Contract Documents.

Legal Operating Name of Respondent:
Name of Contact:
Mailing Address:
Telephone No.:
E-mail Address:

In the case of a Joint Venture, the following must also be completed.

Name of each member of the Joint Venture, including telephone and email:
Role and expertise of each member of the Joint Venture:
Name of the representative of the Joint Venture:



Annex "B" – Experience Certification

We certify that all statements made with regard to the experience and qualifications of the company are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the submission being declared non-responsive.

Should verification by the Canada disclose untrue statements, Canada will have the right to treat any resulting selection from this submission as being in default and to nullify the selection.

Failure to include this representation and warranty with the submission by executing the signature block immediately following this paragraph will render the submission non-responsive.

Legal Operating name of the Respondent: _____

Authorized Name (print): _____

Capacity: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Date: _____