



Australian Embassy

The Philippines

Expressions of Interest

Protective Guarding and Security Services Tender

Australian Embassy in the Philippines

The Commonwealth of Australia, as represented by the Department of Foreign Affairs and Trade (DFAT) is conducting a limited tender to establish a contract for the provision of protective guarding and security services at the Australian Embassy in the Philippines. The services are for an initial period of two years (with two x one year options) commencing 1 March 2021, and include:

- Protection of Embassy personnel and visitors while at the Embassy (Chancery);
- Guarding (unarmed) of the Chancery and the Ambassador's Residence;
- Mobile emergency response (unarmed) in Metropolitan Manila for Australian diplomatic personnel and their families;
- Protection of Embassy personnel and visitors while at offsite Embassy events; and
- Additional services as required,

Interested parties are encouraged to lodge an Expression of Interest (EOI) to participate in this Tender. The EOI must be received no later than 10am, on 31 July 2020 by email to: manila.security@dfat.gov.au . EOIs received after 10:01am (per email time stamp) will not be accepted.

The EOI is the first stage of a three stage process. Once expressions of interest have been received, the complete description of the services sought will be provided in the **Statement of Requirements (SOR)**, which will be forwarded along with the **Request for Quotation (RFQ)** and **draft Contract** by email to respondents on **31 July 2020**.

An online Industry Briefing will be conducted via Web Ex video conferencing. This will be an opportunity for DFAT to provide further clarification and answer any questions relating to the technical aspects of the SOR and/or procurement process. Interested parties will need to register their EOI to participate in the Industry Briefing. **The time, date and meeting details for the Industry Briefing will be advised to all respondents to EOI on 31 July 2020.** Attendance at the Industry Briefing, **whilst not compulsory**, is highly desirable. Any presentations provided at the briefing, and all questions asked along with answers, will be sent in an addendum to all respondents as soon as possible after the briefing.

The final stage of the tender process is the email submission of the RFQ and mandatory documentation to manila.security@dfat.gov.au All questions are to be sent to this email (note the cut-off date and time for questions below) and all responses will be sent from this email. **Tenders will close at 2PM Friday 4 September 2020. Submissions received after 2:01 PM (per email time stamp) will not be accepted.**

Contact and Timetable

All timings will be strictly adhered to.

Contact Email	manila.security@dfat.gov.au
Expressions of Interest close	10am 31 Jul 2020
Industry Briefing	TBA
Tender Opening Time	Monday 31 July 2020
Cut-off date for Questions	10am on Friday 14 August 2020
Final addendum release (Questions and Answers released to participants)	2.00pm on Wednesday 19 August 2020
Tender Closing Time	2:00pm on Friday 4 September 2020