

Finding opportunities on the Government Electronic Tendering Service

Presented by Procurement Assistance Canada

Procurement Assistance Canada

- Supports smaller and diverse businesses through the federal procurement process
- Engages, assists and informs businesses on how to sell goods and services to the Government of Canada
- Works to reduce barriers to ensure fairness in the process
- Looks for opportunities to advance supplier diversity through targeted outreach and advocacy

Objectives

- Review of federal procurement websites
- Demonstrate the Government Electronic Tender Service (GETS) – including how to:
 - search for tenders, contract history and Standing Offers and Supply Arrangements
 - follow opportunities
 - locate useful sources of information

Opportunities for smaller and diverse businesses

- Government of Canada is one of the largest buyers of goods and services in Canada
- Buys a wide range of goods and services each year, with contract values ranging from hundreds to billions of dollars
- On average, smaller businesses in Canada win the majority of the total value of contracts awarded each year

Contracting with the Government of Canada

- Public Services and Procurement Canada (PSPC) is the main procurement arm of the federal government
- It is important that all procurement activities be conducted in an open, fair and transparent manner, and that all suppliers have an equal chance at doing business with us
- Federal laws and regulations as well as Treasury Board of Canada policies guide the Government of Canada's procurement process



Competitive procurement

- Procurement over \$25,000 for goods and \$40,000 for services is done through the solicitation of bids and quotes from potential suppliers using a variety of methods
- The most commonly used are:
 - a Request for Proposal (RFP)
 - a Request for Standing Offer (RFSO)
 - a Request for Supply Arrangement (RFSA)
- The tender notice will indicate the method of procurement being used and will outline the solicitation documents
- For more information, visit [How procurement works](#)

Note: There are standard policies that apply to all government purchases, whether or not they are explicitly stated in solicitation documents. You can learn more by consulting the [Standard Acquisition Clauses and Conditions Manual \(Archived\)](#) and [Supply Manual](#).

CanadaBuys.Canada.ca

- CanadaBuys is the official source for Government of Canada tender and award notices
- Visit [CanadaBuys.Canada.ca](#) to:
 - search for public sector tenders and contract history
 - register in the electronic procurement solution to view and bid on opportunities

BuyAndSell.gc.ca

- During the transition to CanadaBuys, you will continue to find the following on [BuyAndSell.gc.ca](#):
 - Standard Acquisition Clauses and Conditions (SACC) Manual
 - Procurement applications

Searching made easy

- If you want to refine your search, [use the search box under Tender opportunities](#)
- Simply enter a search term, a date, word, location, etc. and the results will be refined based on the search criteria
- Note that the word searched on may not appear in the title, but it will appear somewhere in the tender notice
- Refine the results of a search by using the filters on the right-hand side of the page, and filter based on:
 - category of goods or service
 - notice type
 - tendering status
 - location
 - published date

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- closing date
 - NATO tenders
 - Filters can be used either in conjunction with the Search function or alone
 - The more filters clicked within a filter category, the broader search results will be since they will include all items selected within that category (e.g. Status: Open; Location: Ontario AND Quebec AND Manitoba). You can expand or collapse each of the filter categories.
 - The more filter categories chosen, the more limited the search will become, since it will limit the scope of the search to the selected items within the selected filters (e.g. selecting Category: Goods; Status: Open; Location: Ontario, will return results of only active notices in Ontario related to goods)
 - Notice below the Search bar, the Current filters section will show what filters you have chosen
 - To change the filter selections, simply cancel them by clicking on the “X” beside the name of each filter on the left
 - Alternatively, search using Goods and Services Identification Numbers (GSINs) and United Nations Standard Products and Services Codes (UNSPSC)
 - To find a GSIN code, download the [GSIN codes](#) spreadsheet. Once you find your GSIN codes, it’s a good idea to write the number down for future reference
 - To find a UNSPSC code, download the [mapping of GSIN to UNSPSC code](#) spreadsheet. Search the spreadsheet (using CTRL+F) for your search term or GSIN code, and note the corresponding UNSPSC code
 - In the search box, enter your relevant codes and key words to find opportunities.

Tip: When searching for opportunities and subscribing to notifications, search by keywords and note down the GSIN and UNSPSC codes listed in tender notices that correspond to your goods and services. You can subscribe to notifications on all three (keyword search, GSIN codes, UNSPSC) to make sure you can find opportunities that are relevant to your business.

Note: You can search for UNSPSC codes, by code or by keyword, using the search tool on the [United Nations Global Marketplace \(UNGM\) website](#).

Open procurement data

- Knowing what buyers have bought in the past and which companies have been successful selling to them can be useful as you develop your business strategy
- Data on contracts awarded since 2009 are available on the [Open Government Portal](#)
 - download contract history data for the entire federal government through [Proactive Publication Contracts](#)
 - download contract history data for PSPC-managed contracts by [searching for CanadaBuys on the portal](#)
- Contract history and award notices are available through the tenders search on CanadaBuys

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- For instructions, refer to [Searching for award notices and contract history on CanadaBuys](#)

Resources

- For step-by-step instructions with screenshots, refer to the CanadaBuys resources below:
 - [searching for tender opportunities on CanadaBuys](#)
 - [following a saved search or tender notice](#)
 - [finding and using UNSPSC codes](#)
 - [searching for award notices and contract history](#)
 - [accessing data on the Open Government portal](#)

Next steps

- [Learn more about registering as a supplier](#)
- Download the [Preparing to bid on an opportunity](#) reference sheet
- [Register for your next seminar](#):
 - Supplying professional services to the Government of Canada
 - Bidding on opportunities

Request assistance

If you need help understanding the federal procurement process or registering for a procurement business number:

- contact the National InfoLine 1-800-811-1148 (Monday to Friday 8:00 am to 5:00 pm ET)
- [request a callback](#) from Procurement Assistance Canada; or
- [find a regional office near you](#). We have a network of offices across Canada

Electronic procurement solution

The Government is moving federal procurement online. During this transition, you may be able to bid on some tender opportunities through the electronic procurement solution. [Find out more.](#)

Canada.ca/PAC