



N A M S A

NATO MAINTENANCE AND SUPPLY AGENCY
AGENCE OTAN D'ENTRETIEN ET D'APPROVISIONNEMENT

FRANK SCHAEFER
SENIOR PROCUREMENT OFFICER
PROCUREMENT DIVISION

To : **ALL BIDDERS**

Subject : **Request for Proposal (RFP)**
**APOD Infrastructure and Support Services for
Kandahar Airfield (KAF), Afghanistan**

Date : **03 MAY 2010**

Collective Number : **FSC100002**

Important Timelines

RFP Response Form : **12 May 2010, 24:00 hrs Luxembourg time**

Bidders' Conference (KAF) : **17 – 21 May 2010**

Site Visit (KAF) : **17 – 21 May 2010**

Bid Closing Date : **05 July 2010, 24:00 hrs Luxembourg time**

Public Bid Opening : **08 July 2010**

Offer Validity : **90 days after Bid Closing Date**

Dear Madam / Sir,

1. The NATO Maintenance and Supply Agency (NAMSA) has the pleasure to invite your firm to submit a proposal for the provision of subject services, further described in Part III Statement of Work, its Annexes and Appendices and, Exhibit I Priced Bill of Services.

2. The entire RFP consists of the following documentation:

Parts:

- Part 0 - Invitation Letter
- Part I - Bidding Instructions & Administrative Requirements
- Part II - Draft Contract
- Part III - Statement of Work (SOW) Main Body
- Part IV - SOW
 - Annex 2 Supply Support Services and Property Accounting Management;
 - Annex 3 Airfield Mechanical Transport and Transportation Services;
 - Annex 4 Airfield Equipment and Vehicle Maintenance;
 - Annex 5 Airfield Billeting Management ;
 - Annex 6 Combined Air Terminal Operations ;
 - Annex 7 Transient Aircraft Servicing ;
 - Annex 8 Range Warden Services ;
 - Annex 9 Pest Control Services ;
 - Annex 10 Infrastructure Maintenance and Support Services;
- Part V - Instructions to NAMSAs Contractors Deployed on NATO Operations
- Part VI - COMKAF Tenant's Charter

Exhibits:

- Exhibit I - Part 1 Financial Proposal Form & Part 2 Priced Bill of Services
- Exhibit II - Contractual Compliance Form
- Exhibit III - Technical Proposal Instruction
- Exhibit IV - RFP Response Form
- Exhibit V - Bidders' Conference Response Form
- Exhibit VI - Past Performance Evaluation Form

Annexes:

- Annex A - Template Performance Bond
- Annex B - Questions & Answers (to be submitted during competition as required)

3. Information Availability and Accessibility

- a The entire RFP as detailed above, is available in PDF format on the following website:
<https://www.natolog.com/eProcurement/Content/AllBusinessContents.aspx?r=3>
- b You will also be able to submit your bids electronically via the website once you are registered at the following website:
<https://www.natolog.com/eProcurement/Content/AllBusinessContents.aspx?r+1>
- c If you have any questions regarding the registration process please use the help link within the website for assistance. For any other assistance regarding the RFP which was sent out please feel free to contact me.
- d Any additional information – once available – related to the RFP and the Questions and Answers submitted will also be put on the aforementioned NAMSA website. Therefore you are encouraged to regularly check the website for updates.
- e For questions relative to this RFP, please refer to paragraph 2 of Part I Bidding Instructions and Administrative Requirements.

4. Governing Regulations

The acquisition of the aforementioned requirements will be governed by NAMSA Regulation Number 251-01, dated 1 March 2004 – 1st Revision, including Amendment 1 dated 19 October 2005 and including Amendment 2 dated 19 June 2009 (the NAMSA Procurement Regulations)

5. Bid Intention, Public Bid Opening and Bidders' Conference:

a Bid Intention

- i You are kindly requested to state your preliminary, non-binding intention whether or not you are interested to bid and continue with the RFP procedure. Therefore you are requested to submit the RFP Response Form (Exhibit IV) not later than **12 May 2010, 24:00 hrs local Luxembourg time.**
- ii Although this measure is not intended to restrict competition, the Procurement Officer may limit further communications to only the firms that returned the Exhibit IV and confirmed their interest to continue with the RFP process.

b. Public Bid Opening

- i. NAMSA will conduct a public bid opening where the names of the firms who have submitted an offer prior to closing, will be announced. The opening will be held at NAMSA, Capellen, G. D. of Luxembourg in conference room 16B of the Procurement Division, Building 26. The opening will be conducted on **08 July 2010 at 10:00 hrs local Luxembourg time.**
- ii. In case you wish to attend the Public Bid Opening, you are kindly requested to announce your attendance on the RFP Response Form (Exhibit IV). Please note that attendance of the Public Bid Opening is *not* mandatory. Subsequent to the Public Bid Opening, NAMSA will inform all firms who participated at the Bidder's Conference, of the names of the firms that have submitted a bid.

c. Bidders' Conference and Site visit:

- i. If it is your intention to bid, be advised that attendance of the Bidder's Conference and Site Visit at Kandahar Airfield on 17 – 21 May 2010 is **mandatory** in order to be considered for Contract Award. Besides indicating your intention to bid and your possible attendance of the Public Bid Opening (see a. above) you also need to announce your attendance of the Bidders' Conference on a separate form, i.e. on the Bidders' Conference Response Form (Exhibit V).
- ii. Please note that attendance of the Bidders' Conference is limited to a maximum of 2 (two) participants per company. Please announce the name of the participant(s), his/her/their first name, nationality, function in your company, a security clearance (if available), ID card number and type, telephone and email. Accommodation will be provided by NAMSA.
- iii. Potential bidders may submit questions up to **22 June 2010, 24:00 hrs local Luxembourg time.** (please refer to Part I, Bidding Instructions & Administrative Requirements).

d. Informing NAMSA

Bid Intention and Public Bid Opening:
RFP Response Form (Exhibit IV) -

The filled out RFP Response Form (Exhibit IV) shall be sent at your earliest convenience but not later than **12 May 2010, 24:00 hrs** Luxembourg time to (utilizing the most expeditious means of transmission):

NAMSA
Procurement Division, Attn.: PP-AA
RFP Collective Number: FSC100002

Mailing Address: L-8302 Capellen, G.D. of Luxembourg
Fax: +352 3063 4300
Email: namsapp@namsa.nato.int

6. **Future Correspondence**

On all future correspondence regarding this RFP you are kindly requested to refer to the Collective Number mentioned above (**FSC100002**).

7. **Proposal Submission**

- a. Submission of a proposal must be in accordance with the RFP and the bidding instructions provided. Your proposal must be prepared after careful consideration of all information provided in the RFP. In order for your proposal to receive an accurate evaluation it must conform to the terms of this RFP. Non-conforming or incomplete proposals may be refused consideration for award.
- b. An official authorized to bind your firm to a contract must sign your proposal
- c. There are various means of transmitting your proposal, please refer to Paragraph 7 ("Submittal of Bids") of Part I Bidding Instructions and Administrative Requirements

Yours sincerely,



Frank SCHAEFER
Senior Procurement Officer