



# 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**

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## **EXHIBIT III - TECHNICAL PROPOSAL INSTRUCTIONS**

**NATO UNCLASSIFIED - COMMERCIALY SENSITIVE**

**AMENDMENT RECORD**

<b>REVISION / AMENDMENT</b>	<b>PART / PARAGRAPH</b>	<b>DATE OF ISSUE</b>	<b>REMARKS</b>
Issue 1	All	03 May 2010	RFP Release

**EXHIBIT III - TECHNICAL PROPOSAL INSTRUCTIONS**

The purpose of the Technical Proposal Instructions is to allow the bidder to present a response to the requirements stated in the SOW, in a structured and standard manner in order to allow a fair evaluation of all proposals.

This part when duly completed and supplemented with any information deemed necessary by the bidder to demonstrate compliance with the requirement will constitute the bidder's Technical Proposal. The bidder shall not include any pricing details in the Technical Proposal.

The Bidder shall provide, in the Technical Proposal, a comprehensive description of the proposed approach in order to meet the requirements of the SOW.

Therefore, the Bidder shall provide the following:

**1. PAST EXPERIENCE & PAST PERFORMANCE**

**1.1. Past experience:**

Bidder shall detail his past experience in operating in a similar environment and in providing similar services in support of national and/or NATO, EU or UN operations in remote and austere environments, listing, as a minimum all major projects / the contract value and the role of the bidder, i.e. prime or subcontractor etc. With this information, NAMSA will assess the following:

- 1.1.1. Past experience to plan, mobilize, implement and manage a project of this nature;
- 1.1.2. Past experience to manage and ensure the quality of services delivered by subcontractors, with similar projects;
- 1.1.3. Past experience to perform the Services in each of the areas specified in the SOW.

**1.2. Bidder shall detail the past experience of the proposed Sub-Contractors in the sub-contractual areas.**

**1.3. Past Performance:**

Evaluation of the Bidders' past performance will be done with the use of a Past Performance Questionnaire. NAMSA shall conduct a past performance survey with other clients of the bidder, prior to Contract Award to assess the Bidder's capabilities in performing work for other organisations. To this end bidders are to provide valid contact information for person(s) whom NAMSA may contact in order to obtain past performance information. This contact information will be in the form of an e-mail address and complete telephone number.

## **NATO UNCLASSIFIED - COMMERCIALLY SENSITIVE**

### **2. PROJECT PLANS**

2.1. The Bidders shall include the following in their proposal:

- 2.1.1. Outline Project Management Plan including a Project Management Plan implemented on an equivalent project;
- 2.1.2. Risk Assessment as per part 11 in the Draft Contract.
- 2.1.3. Outline Preventive Maintenance Plan including a Preventive Maintenance Plan implemented on an equivalent project;
- 2.1.4. Outline of the Contractor's Quality Management System Plan for this project; and
- 2.1.5. Mobilisation Plan.

The content of the management plans is described in the SOW.

### **3. DATA CAPTURING, ACCOUNTING & INVOICING SOFTWARE**

- 3.1. Bidder to provide details on the data capturing, identification and tracking, accounting and invoicing process proposed for this contract.
- 3.2. Bidder to confirm the process will meet the requirements to support the invoices to be submitted.

### **4. BIDDER'S CAPABILITIES**

4.1. The bidder shall provide evidence / assurance that the company is capable to meet the requirements detailed in the SOW, in particular:

- 4.1.1. Mobilization within the required timeframe;
- 4.1.2. The capacity to plan and execute the services specified;
- 4.1.3. Provisioning of supplies including management of subcontractors;
- 4.1.4. The flexibility to adjust to sudden and unforeseeable changes in an operational environment.
- 4.1.5. Ability of the bidder to perform and continue to perform in a changing and challenging environment.
- 4.1.6. Provide a retention plan.
- 4.1.7. Demonstrated ability to perform the services in a severe environment with minimal requirements from NAMSAs and the COM KAF (ability to be as autonomous as possible) and demonstrated ability to comply to Instructions for NAMSAs Contractors Deployed on Operations.

4.2. Within the above the bidder shall confirm that all the SOW requirements will be met with no deviations. As per the Bidding Instructions, Bidders can submit an alternative proposal.