

NATO COMMUNICATION &
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AGENCE OTAN DE SERVICES
DE SYSTÈMES D'INFORMATION
ET DE COMMUNICATION
B -7010 SHAPE- BELGIQUE

daniel.shingledecker@ncsa.nato.int

Invitation for Bid (IFB) IFB-NCSA-NCHQ-09-0010

TO: ALL POTENTIAL BIDDERS

SUBJECT: ISAF CIS Contractor Support, Kandahar Airfield, Afghanistan

DATE: 2 April 2009

1. Your company is hereby invited to participate in the Invitation for Bids (IFB) for the services identified in Part III. Partial bidding is not authorised.
2. The Bid Closing date for this IFB shall be at **12:00 hours** (Central European Time) on **15 April 2009**. In accordance with the agency procurement rules, the bid opening is not public.
3. Enclosed are the following documents:

Part I	: Bidding Instructions
Part II	: NCSA General Provisions
Part III	: Statement of Requirement

You are requested to send an **ACKNOWLEDGEMENT** of this Invitation for Bid to daniel.shingledecker@ncsa.nato.int within 3 days of receipt and confirm whether you intend to submit a bid. Further correspondence will be electronically mailed only to those firms responding that they intend to participate in the bidding.

MARIO QUARTA
Contracting Officer
NCSA

ACKNOWLEDGEMENT OF RECEIPT

(To be completed and returned, by facsimile, to NCSA P&C within 3 days after receipt)

FAX NR. +32-(0) 65-44.78.92

PLEASE COMPLETE CLEARLY – DO NOT USE COMPANY STAMP

FROM: Company:

Address:

Telephone & Facsimile

E-mail and Internet site address:

Point of Contact:

TO: NATO CIS SERVICES AGENCY
PURCHASING AND CONTRACTING BRANCH

REFERENCE: **IFB-NCSA-NCHQ-09-0010**

SUBJECT: Acknowledgement of Receipt of Invitation For Bid

We hereby advise that we have received IFB-NCSA-NCHQ-09-0010
on (date).....with all enclosures.

CHECK ONE:

- ☐ As of this date and without commitment on our part, we do intend to participate in the bidding.
- ☐ We do not intend to participate in the bidding and are aware our company may be deleted from similar IFB's mailing list.

NOTE: Only bidders indicating their intention to participate in the bidding will continue to receive all further correspondence related to this IFB. Unless specified differently, it will be mailed to the above-mentioned address.

Date:_____Signature:_____

Name and Title:_____

PART I**BIDDING INSTRUCTIONS****1. GENERAL**

The purpose of this Invitation for Bid (IFB) is the competitive selection of the lowest priced technically compliant Bidder(s) for the items specified in Part III.

2. AMENDMENT OR CANCELLATION OF IFB

NCSA reserves the right to cancel, at any time, this IFB partially or in its entirety. No legal liability on the part of NCSA for payment of any sort shall arise and in no event will a cause of action lie with any Bidder for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All efforts initiated or undertaken by the Bidder shall be done considering and accepting this fact. If this IFB is cancelled prior to the bid opening, the bids already received will be deleted from the Contracting Officer's computer system.

3. EXTENSION OF BID CLOSING DATE

Any Bidder may request directly to the NCSA Contracting Officer an extension of the bid closing date. However, the written request must reach the Contracting Officer not later than 2 calendar days prior to the bid closing date and must include a compelling justification for the request. The NCSA Contracting Officer may, at his sole discretion, grant an extension of the bid closing date.

4. PRICE FORMAT

CLIN	Type	Duration	Description	Daily Rate per Individual
001	Firm Fixed Price/Level of Effort	1 Jun 09 – 31 Dec 09	Labor for CIS Support (1 individual)	
002	Firm Fixed Price/Level of Effort	1 Jun 09 – 31 Dec 09	Labor for CIS Support (1 individual)	
003	Firm Fixed Price/Level of Effort	1 Jun 09 – 31 Dec 09	Labor for CIS Support (1 individual)	
004	Firm Fixed Price/Level of Effort	1 Jun 09 – 31 Dec 09	Labor for CIS Support (1 individual)	
005	Firm Fixed Price/Level of Effort	1 Jun 09 – 31 Dec 09	Labor for CIS Support (1 individual)	

5. PRICING BASIS

The Bidder shall indicate that all prices are valid for 90 days from the bid closing date for this IFB. NCSA reserves the right to request an extension of validity if a decision cannot be made within this time. Bidders will be entitled to either grant or deny this extension of validity.

6. CURRENCY

Bidders originating from a country adopting the EURO currency shall provide a bid in EURO. Other Bidders may quote in EURO or in the currency of their country of origin. However, with regard to equipment, material, travel costs and per diem expenses, all Bidders may bid in the currency of the NATO countries where the equipment is manufactured or assembled or where the expenses occur. Consequently, the contract will be expressed in the currencies indicated in the bid. Bidders are also advised all payments will be made in the currencies mentioned in the contract.

7. EXEMPTION FROM TAXES

According to the NATO's status as an international organisation, performance under this contract is exempt from taxes, duties and similar charges. Notwithstanding this, where taxes, duties and similar charges are imposed by national regulations, Bidders will enclose the list and the amounts of taxes, duties and similar charges which have been included in their bid with a justification.

8. ORIGIN OF EQUIPMENT

Only Bids based on human resources originating from and equipment and material manufactured or assembled in one of the 26 NATO member countries, which participate in the funding of this requirement, will initially be taken into consideration for evaluation. All 26 NATO member countries are eligible to submit a bid. The same applies to services that shall also be provided out of a NATO member country. All offered supplies shall be new and in the latest available version during the validity duration of the bid. Any exceptions to this provision must be specifically identified in the bid.

9. COMPLIANCE STATEMENTS

Bidder's proposal must be based on a full compliance with the terms, conditions and requirements of the IFB and any future clarifications and/or amendments. The Bidder may offer variations in specific implementation and functional details provided that stated functional and performance requirements of the IFB are fully satisfied. Any exceptions to this provision must be specifically identified in the bid.

10. CONTENTS OF BIDS

The electronic bid shall consist of *only two separate files*. The bid shall be subdivided into two separate parts (2 PDF documents – see below):

- the Price Proposal and
- the Administrative Documentation and Technical Proposal.

(1) The **Price Proposal** shall contain:

- a) The Bidder's name, address, point of contact, and numbers for telephone, facsimile, e-mail and Internet site.

- b) The Price Quotations in the Price Format.
- c) Any other documents as deemed necessary.

(2) The **Administrative Documentation and Technical Proposal** must include the following as a minimum:

ADMINISTRATIVE DOCUMENTATION:

- a) The organisational structure and capacity of the company including back-up capacity;
- b) Documentary evidence that the contractor is legally licensed and registered as an independent contractor at work and in travel and has authorisation to perform the tasks;
- c) Certification that the contractor is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and business commitments; (if applicable)
- d) Certification that the contractor complies with its obligations regarding workmen's compensation, and employees' liability through proper insurance contracts and fulfils its payments obligations to the health and social security system in the country in which the bidder is registered;
- e) Certification that the bidder maintains a suitable civil liability insurance to cover, on the one hand, damage which could be caused to NCSA / SHAPE's premises, e.g. by fire, and on the other hand, injury to persons. Upon request a certificate by the insurer shall specify the amount covered per incident.

TECHNICAL PROPOSAL:

Must demonstrate compliance with regard to all requirements specified in the Statement of Work (Part III).

Shall provide the CVs for the proposed personnel.

Shall demonstrate recent (within 3 years) past performance with relevant scope to this requirement.

11. BID SUBMISSION

11.1 LANGUAGE

Bids shall be submitted in the English language.

11.2 SUBMISSION OF BIDS BY ELECTRONIC MAIL

All electronic bids, including modifications or withdrawals thereto, shall be sent exclusively to the following electronic mail address daniel.shingledecker@ncsa.nato.int . The electronic mail message shall include in the subject line:

“Electronic Bid in Response to NCSA-NCHQ-09-0010.”

Submission of the bid to anyone other than the Contracting Officer may result in a determination of non-compliance.

NCSA will only accept electronic bids that are compatible with the following programs: Microsoft Word V3, Adobe 7.0, Microsoft Excel 2003. Files shall be saved in a format that protects it from alteration.

NCSA will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to: receipt of garbled or incomplete bid; software or other compatibility issues related to opening and reading the bid; delay in transmission or receipt of bid; failure of the bidder to properly identify the bid; illegibility of the bid; or security of bid data.

Electronic bids, including modifications or withdrawals thereto, that reach the Contracting Officer after the exact time specified for receipt of bids is late and will not be considered unless:

- i. it is received before contract award is made;
- ii. the Contracting Officer determines that accepting the late bid would not unduly delay the acquisition; and,
- iii. there is acceptable evidence to establish the bid was received at the initial point of entry to the NCSA infrastructure prior to the exact time specified for receipt of bids.

Electronic bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation may be excluded from consideration. Electronic bids must contain any required signatures. NCSA reserves the right to make award solely on the electronic bid. However, the apparently successful bidder agrees to promptly submit the complete original signed bid if requested by the Contracting Officer.

12. BID WITHDRAWAL

A Bidder may withdraw his bid up to the date and time specified for the bid closing, by written notice to the NCSA Contracting Officer. The bid will be deleted from the Contracting Officer's computer system unopened.

13. BID EVALUATION

13.1 RESPONSIBILITY

The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services, products and materials offered shall be the responsibility of NCSA and shall be based on information provided by the Bidders. NCSA will not be responsible for searching, locating or confirming any information, which is not clearly identified and available in the bid.

13.2 PRICE EVALUATION

For the purpose of price comparison all quoted prices will be converted into EUROS on the basis of the average official commercial buying and selling exchange rates of the BANQUE NATIONALE DE BELGIQUE at close of business of the last working day preceding the bid closing date.

13.3 EVALUATION PROCESS

The evaluation of bids shall be conducted as follows:

- (1) Identification of all Administratively Compliant bids.

- (2) Identification of technically compliant bid. NCSA reserves the right to conduct phone interviews to assist in this assessment.
- (3) Assessment of compliance with the bidding, contractual and technical provisions / specifications.
- (4) Verification of compliance with the required Performance / Delivery schedule.
- (5) Identification of lowest priced Bidder.

14. CLARIFICATION OF BIDS

During the entire bid evaluation process, the NCSA Contracting Officer reserves the right to discuss any bid with the Bidders in order to clarify what is being offered and to resolve any potential areas of non-compliance. However, no change to the content of the bid, including technical, financial and delivery schedule, shall be permitted.

15. AWARD

A NCSA Contract Award Committee (CAC) will award the Letter of Agreement (example attached herein) to the lowest priced compliant Bidder that can provide the requirement in Part III. NCSA reserves the right, at its discretion, to make split awards.

16. COMMUNICATION

All communication related to this IFB, between a prospective Bidder and NCSA shall only be through the NCSA Contracting Officer or designee. There shall be no contact with other NCSA personnel. This is to maintain all Bidders on an equal competitive position. Prospective Bidders should seek clarification as soon as possible. Any explanation desired by a Bidder regarding the meaning or interpretation of this IFB, clauses, specifications, or other requirements must be requested in writing from the Contracting Officer. The Contracting Officer must receive such requests for clarification not later than 5 calendar days before the bid closing date. Information given to one prospective Bidder will be furnished to all prospective Bidders, as an amendment to this IFB, only if such information is necessary to Bidders in submitting bids or if the lack of such information otherwise would be prejudicial to other Bidders. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer.

17. POINTS OF CONTACT

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