



Acquisition Directorate

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NCIA/ACQ/2020/6201

27th February 2020

To: See Distribution List

Subject: **Request for Quotation RFQ-CO-115009-FIT**

Reference: A. AC/4-D(2019)0004 (INV)
B. AC/4(PP)D/27726-ADD3-REV1 (INV)_
C. AC/4-DS(2019)0024 (INV)
D. NCIA/ACQ/2019/12965

Dear Sir/Madam,

1. Your firm is hereby invited, to participate in a BOA competition for the acquisition and deployment of cyber security computer forensics and investigative tools.
2. The requirements under this Request For Quotation (RFQ) are allocated into one single Lot, referred to as Schedule A. The NCI Agency will place one contract to cover the entire scope of Schedule A.
3. The award will be based on the quotation evaluated as the lowest price, technically compliant in accordance with the selection criteria set forth in the Bidding Instructions.
4. **THE CLOSING TIME FOR SUBMISSION OF QUOTATIONS IN RESPONSE TO THIS RFQ IS 13:00 HOURS (BRUSSELS TIME) ON FRIDAY 27th MARCH 2020.**
5. This RFQ consists of the following documents:
 - a) Book I – Bidding Instructions. Book I provides the general bidding information and includes the following annexes:
 - i. Annex A – Clarification Request Forms;
 - ii. Annex B – Administrative Certificates;
 - iii. Annex C – Bidding Sheets – The bidding sheets should be completed exactly as instructed;
 - iv. Annex D – Instructions for the preparation of Bidding Sheets;
 - v. Annex E – Compliance Table.
 - b) Book II – Prospective Contract. Book II contains the following sections:
 - i. The NCI Agency Purchase Order Signature Page;



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- ii. Schedule of Supplies and Services (SSS) – This Section will be derived from the bidding sheets submitted by the winning Offeror;
 - iii. Contract Special Provisions;
 - iv. Contract General Provisions;
 - v. The Statement of Work. This sets forth the detailed specifications governing the performance requirements of the contract.
6. The overall security classification of this RFQ is “NATO UNCLASSIFIED”. This RFQ remains the property of the NCI Agency and shall be protected in accordance with the applicable national security regulations.
 7. You are requested to complete and return the enclosed acknowledgement of receipt within 5 days of receipt of this RFQ, informing NCI Agency of your intention to quote/not to quote. Your firm is not bound by its initial decision, and if you decide to reverse your stated intention at a later date, you are requested to advise us by a separate email.
 8. The reference for this RFQ is RFQ-CO-115009-FIT, and all correspondence concerning the RFQ should reference this number.
 9. Prospective Offerors are advised that the NCI Agency reserves the right to cancel this RFQ at any time in its entirety and bears no liability for quotation preparation costs incurred by firms or any other collateral costs if solicitation cancellation occurs.
 10. Your point of contact for all information concerning this RFQ is Mr. Darren Corkindale, Senior Contracting Officer Consultant, who may be reached at RFQCO.115009.FIT.Communications@ncia.nato.int

For the Director of Acquisition:

Rebecca Benson
Principal Contracting Officer

Enclosures:

- RFQ-CO-115009-FIT – Book I Bidding Instructions
- RFQ-CO-115009-FIT – Book II Prospective Contract