



Acquisition Directorate

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NCIA/ACQ/2020/6766

7 July 2020

To: See Distribution List

Subject: **Request for Quotation RFQ-CO-115228-FGFS
Procurement of Active IT Network Equipment and Services for FGFS
Project in the Hague**

Reference: AC/4-D(2019)0004 (INV), Procedure Governing the Use of Basic Ordering Agreements concluded by the NATO Communications and Information Agency – 2019 version

Dear Sir/Madam,

1. Your firm is hereby invited, in conformance with the terms of your active Basic Ordering Agreement (BOA) with the NCI Agency, to participate in a BOA competition for the provision of **“Active IT Network Equipment and Services for FGFS Project in The Hague”**.
2. The NCI Agency intends to place one contract to cover the entire scope of the project. However, please note that Funds are not presently available for this project. The Agency's obligation under this project is contingent upon the availability of funds from which payment for contract purposes can be made. No legal liability on the part of the Agency for any payment may arise until funds are made available to the Contracting Officer for this project and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.
3. An award will be based on the proposal 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 BIDS IN RESPONSE TO THIS REQUEST FOR QUOTATION IS 12:00 HOURS (BRUSSELS TIME) ON TUESDAY 28 JULY 2020.**
5. This Request for Quotation consists of the following documents:
 - a) Book I – Bidding Instructions. This provides the general bidding information and includes the following annexes:
 - i. Annex A – Bidding Sheets – The bidding sheets should be completed exactly as instructed.
 - ii. Annex B – Certificates.
 - b) Book II – Prospective Contract. This contains the following sections:



NATO Communications
and Information Agency
Agence OTAN d'information
et de communication
Boulevard Leopold III
1110 Brussels, Belgium
www.ncia.nato.int

- i. Contract Special terms and conditions.
 - ii. The terms and conditions of the BOA between the contractor and the NCI Agency.
 - iii. The Statement of Work. This sets forth the detailed specifications governing the performance requirements of the contract.
6. The overall security classification of this Request for Quotation is "NATO UNCLASSIFIED". This Request for Quotation 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 bid/not to bid. 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 letter.
8. The reference for this RFQ is RFQ-CO-115228-FGFS, and all correspondence concerning the RFQ should reference this number.
9. Prospective Bidders are advised that the NCI Agency reserves the right to cancel this RFQ at any time in its entirety and bears no liability for bid preparation costs incurred by firms or any other collateral costs if bid cancellation occurs.
10. Your point of contact for all information concerning this RFQ is Ms. Natalia Wojciak, who may be reached at Natalia.Wojciak@ncia.nato.int.

For the Director of Acquisition:



Ijeoma Ike-Meertens
Senior Contracting Officer

Attachment:

- A) Acknowledgement of Receipt of RFQ-115228-FGFS