

14 June 2019

FC(PROC)(2019)0115

To: NATO Delegations
Attn. Secretaries of Delegations (as listed at annex 1)

Cc: As listed at annex 1

From: Head of Procurement

Subject: Request for Proposal (RFP) 2019-36582 – Assessment of the Condition of Technical Facilities at the NATO Headquarters

Ref.: A. BC-D(2017)0114 - NATO IS Procurement Manual

Purpose

1. In accordance with the provisions of Article XXXII of the NATO Financial Regulations and Financial Rules and Procedures for the NATO International Staff (IS), we are pleased to inform you that the RFP stated above has been issued by the NATO IS Procurement Service.
2. The purpose of this Request for Proposals (RFP) is to award a contract for the periodic assessment of the condition of technical facilities at the Headquarters of the North Atlantic Treaty Organization in Brussels, Belgium. Please note that this RFP has been issued only in French because the technical documentation of the building is in French and this will be the main language for day-to-day coordination and service performance purposes.
3. An electronic version of the RFP has been posted on the NATO IS Business Opportunities web-site <http://www.nato.int/structur/procurement> Please, contact the Procurement Service if you do not have a user account to access this web-site.

Governing Rules and Eligibility

4. This procurement action will follow the Formal Procurement procedure specified in Reference A.
5. To be eligible to participate in the bidding process, Bidders must:
 - a. Be from one of the NATO Participating Nations (this would also apply to any subcontractors),
 - b. Having performed at least three (3) contracts within the last five (5) years substantially similar in scope to the requirements described in this solicitation,
 - c. Having a sound financial and legal standing and sufficient capacity and resources to provide the services specified in the SOW.
 - d. Be otherwise qualified and eligible to receive an award under applicable regulations.

Proposal content and closing date

6. Detailed instructions regarding the preparation, submission, and evaluation of proposals are provided in Part I of the RFP (Instructions for the Preparation and Submission of Proposals).



7. Aside from proof of the eligibility requirements stated above, Bidders must also provide the following main documentation as part of their proposals (see Part I, Section 4, of the RFP for further details about the mandatory composition of proposals):

- a. Statements of legal and financial condition and other statements and certificates required to verify Bidder's financial and legal standing;
- b. Data on relevant past performance and subcontracting arrangements;
- c. Information about the proposed solution, approach, services and capabilities;
- d. Elaboration of any deviations to the terms and conditions of the proposed contract;
- e. Price proposal; and
- f. Signed copies of the prospective agreement.

8. A mandatory site visit will take place on 24 Jun 2019, at 14h00. Proposals are due on 12 Aug 2019, at 15h00 (Brussels time). Final selection and contract award is expected in October 2019. The contract will be effective as of 1 Nov 2019.

Evaluation Criteria and Contract Award

9. Bidders will be evaluated on the documentation submitted, and other information and documentation available to the Organization. Considerations include: understanding of requirements and proposed approach; past performance; contract risks; and the proposed price.

10. The contract will be awarded to the responsible Bidder whose conforming proposal represents the best value for the Organization. The detailed proposal evaluation factors, their relative importance, and the phases of the source selection process are described in Part I, Section 7, of the RFP.

Point of Contact and List of Prospective Bidders

11. The Point of Contact for questions and information concerning this RFP is:

Mr. Yves van Schendel
Email: vanschendel.yves@hq.nato.int
Tel: +32-2-707-4202
Fax: +32-2-707-4927
NATO HQ – Procurement Service CB 2600
Boulevard Leopold III, 1110 Brussels, Belgium

12. We would be grateful if you could invite any eligible national firms who might be interested in this solicitation of offers to contact the point of contact stated above in order to be included in the list of prospective Bidders or to register directly at the NATO Business Opportunities web-site through the URL specified in paragraph 3 above.

(Signed) J. Carrasco Pena

Annexes:

Annex 1: Distribution List