



NATO UNCLASSIFIED

Acquisition Directorate

Lise Vieux-Rochat

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NCIA/ACQ/2020/6326  
13 February 2020

To: Distribution List

Subject: **RFQ-CO-115062-BITR, Provision of Client devices for Balkans IT Refresh**

References: A. Procedures Governing the Use of Basic Ordering Agreements AC-4-D(20019)0004(INV)  
B. AC/4(PP)D/27887-ADD1  
C. AC/4-DS(2019)0027

Dear Sir/Madam,

1. Your firm is hereby invited to participate in a Request for Quotation **RFQ-CO-115062-BITR** under BOA procedure for the provision of Client devices.
2. NATO will place one contract to cover the entire scope of the project.
3. The 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 10:00 HOURS (BRUSSELS TIME) ON MONDAY 2 MARCH 2020.**
5. This Request for Quotation consists of the Bidding Instructions (Book I) and the Prospective Contract (Book II). The Prospective Contract contains the Schedule of Supplies and Services (Part I), Contract Special Provisions (Part II), Basic Ordering Agreement General Provisions (Part III), and the Statement of Work (Part IV). The Statement of Work and the Annexes thereto set forth 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. The Bidders have the right to request RFQ clarifications as outlined in section 2.6 of the Bidding Instructions (Book I).
8. 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.
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.

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10. The Purchaser point of contact for all information concerning this Request for Quotation is:

Mrs Lise Vieux-Rochat – Contracting Officer

NATO Communications and Information Agency

E-mail : [Lise.Vieuxrochat@ncia.nato.int](mailto:Lise.Vieuxrochat@ncia.nato.int)

Tel : +32 (0)2 707 8282

FOR THE DIRECTOR OF ACQUISITION a.i.:

A handwritten signature in black ink, appearing to read 'Lise Vieux-Rochat', with a horizontal line extending to the right.

Lise Vieux-Rochat  
Contracting Officer

**Enclosures:**

Attachment A: Acknowledgement of Receipt of Request for Quotation