

18 August 2023

FC(PROC)(2023)0080

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

Cc: As listed at annex 1

From: Acting Head of Procurement Service

Subject: Request for Proposal (RFP) 2023-61628
PROVISION OF CONSULTANCY SERVICES TO SUPPORT NATO
IN HEALTH & SAFETY (H&S)

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, 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 Proposal (RFP) is to select and award a Contract for the Provision of H&S specialist advice.
3. An electronic version of the RFP has been posted on the NATO IS Business Opportunities web-site <https://nato.bonfirehub.com/portal/?tab=openOpportunities>

Governing Rules and Eligibility

4. This procurement action will follow the International Competitive Bidding procedure specified in Reference A.
5. To be eligible to participate in the bidding process, Bidders and/or proposed personal must:
 - a. Be established in one of the NATO Member Nations;
 - b. Be authorized to provide services in Belgium under the host nation law;
 - c. Be in possession of a valid Personal Security Clearance (PSC) at the level of NATO SECRET (NS) at the time of bid submission;
 - d. Having performed at least three (3) contracts with a minimum duration of one (1) year each, within the last five (5) years substantially similar in scope to the requirements described in this solicitation;
 - e. Having a sound financial and legal standing and sufficient capacity and resources to provide the services specified in the Statement of Work;
 - f. Meet all other requirements of the applicable regulations for the award of the contract.

Bid Procedure 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. Proposals are due on 3th of October 2023 at 17h00 (Brussels time).



Evaluation Criteria and Contract Award.

8. Bidders that comply with the minimum requirements stated under paragraph 5 above will be evaluated based on both cost and non-cost related factors of their bid.

9. The contract will be awarded to the responsible Bidder whose conforming proposal represents the best offer after evaluation in accordance with the factors and sub-factors specified in the solicitation. The detailed proposal evaluation factors, their relative importance, and the phases of the source selection process are described in Part I, Section 8.1, of the RFP.

Point of Contact and List of Prospective Bidders

10. The Point of Contacts for questions and information concerning this RFP are:

Mrs. Danielle Vanderveken
Email: vanderveken.danielle@hq.nato.int
Tel: +32-2-707-4473

Mr. Ludwig Staelen
Email: staelen.ludwig@hq.nato.int
Tel: +32-2-707-8504

11. We would be grateful if you could invite any eligible national firms, who might be interested in this solicitation, to register on the NATO Business Opportunities website in order to participate in this request for proposals.



Digitally signed by
DANIELLE
GOOSSENS
VANDERVEKEN 213
Date: 2023.08.10
08:15:47 +02'00'

Danielle Vanderveken
Acting Head of Procurement Service

Annex : Distribution List