

29 November 2019

FC(PROC)(2019)0245

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

Cc: As listed at annex 1

From: Head of Procurement

Subject: Invitation for Bids (IFB) 2019-39031 – Maintenance of doors installed in the buildings at NATO HQ site

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 Invitation for Bids (IFB) stated above has been issued by the NATO IS Procurement Service.
2. The purpose of this IFB is to award a contract for the maintenance of the various types of doors installed in the buildings located at the NATO Headquarters site in Brussels (Belgium).
3. An electronic version of the solicitation of offers has been posted on the NATO IS Business Opportunities web-site <http://www.nato.int/structur/procurement>.

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 a sound financial and legal standing and sufficient capacity and resources to provide the services specified in the SOW;
 - c. Possess a VCA certification or equivalent Health, Safety and Environment compliance certification;
 - d. Fulfil the conditions to initiate, not later than 15 days after contract award, the process to obtain a NATO facilities clearance and NATO personnel clearances up to NATO Secret level; and
 - e. Be otherwise qualified and eligible to receive a contract award under applicable regulations.

Bid content and closing date

6. Detailed instructions regarding the preparation, submission, and evaluation of offers are provided in Part I of the IFB (Instructions for the Preparation and Submission of Bids).
7. Aside from proof of the eligibility requirements stated above, Bidders must also provide the following main documentation as part of their offers (see Part I, Section 4, of the IFB 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. Elaboration of any deviations to the terms and conditions of the proposed contract;
- c. Proposed service approach;
- d. Proposed resources and capabilities;
- e. Price offer; and
- f. Signed copy of the prospective contract.

8. Bids are due on 22 January 2020, at 15h00 (Brussels time). Final selection and contract award is expected end of January 2020.

Evaluation Criteria and Contract Award

9. Bidders will be evaluated on the documentation submitted, and other information and documentation available to the Organization.

10. The contract will be awarded to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the Organization, considering only price and the price-related factors specified in the solicitation of offers. The award approach and the phases of the source selection process are described in Part I, Section 9, of the IFB.

Point of Contact and List of Prospective Bidders

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

Mr. Yves van Schendel
Email: vanschendel.yves@hq.nato.int
Tel: +32-2-707-4202
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 thru the URL specified in paragraph 3 above.

(Signed) J. Carrasco Pena

Annexes:
Annex 1: Distribution List