

17 September 2019

FC(PROC)(2019)0159

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 Proposals (RFP) 2019-34389 - Event Management System (EMS)
Implementation and Support

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 RFI 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 Implementation and Support of an Event Management System (EMS).
3. An electronic version of the solicitation has been posted on the NATO IS Business Opportunities portal (<http://www.nato.int/structur/procurement>). Potential bidders are invited to contact the Procurement Service in case they have problems to access the referred 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 and with a minimum duration of six months;
 - c. Having a sound financial and legal standing and sufficient capacity and resources to provide the services specified in the SOW; and
 - 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 bidders' financial and legal standing and the origin of supplies and services;
- b. Information about the proposed resources, capabilities and subcontracting arrangements;
- c. Information about the proposed solution, approach, implementation plan and services;
- d. Data on relevant past performance;
- e. Elaboration of any deviations to the terms and conditions of the proposed contract;
- f. Price proposal; and
- g. Signed copies of the proposed agreement.

8. Proposals are due on 15 Nov 2019, at 15h00 (Brussels time). Final selection and contract award is expected in February 2020. The contract will be effective as of 1 Mar 2020.

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; bidder's resources and capabilities; past performance; legal 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 8, 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. Javier Carrasco Pena – Head of Procurement
Email: carrascopena.javier@hq.nato.int
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Mr. Staelen Ludwig – Procurement Specialist
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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