

**Acquisition Directorate**

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NCIA/ACQ/2020/6752  
 29 May 2020

**To:** All Nominated Prospective Bidders

**Subject:** REQUEST FOR QUOTATION:  
 RFQ-CO-115177-SEMARCIS  
 SECURE MARITIME CIS (SEMARCIS)  
 PROJECT SERIAL: CP 0A0149-REV1 – Serial 017/0CM03145

**Reference:** A. AC/4-DS(2020)0004(INV)

Dear Sir/Madam,

1. Your firm is hereby invited, in conformance with the terms of your active Basic Ordering Agreement (BOA) with the NCI Agency (NCIA), to participate in a BOA competition for the provision of eight (8) deployable Secure Maritime CIS (SEMARCIS) kits.
2. The project is expected to be completed after 34 weeks from the Effective Date of Contract (EDC). One (1) calendar year warranty period will be required for the maintenance and support of the SEMARCIS kits following the Final System Acceptance (FSA).
3. Contractor personnel that will work at or visit NATO sites is required to hold a security clearance of "NATO SECRET" at the time of Contract award.
4. NCIA BOA holders from 29 NATO Nations may submit a quotation in response to this RFQ.
5. Issuance of a Contract will be made on a Firm Fixed Price Basis to the quotation evaluated as the lowest price, technically compliant in accordance with the selection criteria set forth in the Bidding Instructions (Book I) attached to this letter. The NCI Agency has the intention to place a single Purchase Order to cover the entire scope of the project, no partial quotation will be allowed.
6. THE CLOSING TIME FOR SUBMISSION OF BIDS IN RESPONSE TO THIS REQUEST FOR QUOTATION IS 13:00 HOURS (BRUSSELS TIME) ON MONDAY, 29 JUNE 2020.
7. This Request for Quotation (RFQ) 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), Contract 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.



NATO Communications  
 and Information Agency  
 Agence OTAN d'information  
 et de communication

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8. The overall security classification of this Request for Quotation is "NATO UNCLASSIFIED".
9. This Request for Quotation remains the property of the NCI Agency and shall be protected in accordance with the applicable national security regulations.
10. This RFQ does not constitute either a financial or contractual commitment at this stage.
11. You are requested to complete and return the enclosed acknowledgement of receipt within 5 days of receipt of this RFQ, informing NCIA 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.
12. Prospective Bidders are advised that NCIA 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.
13. The reference for the RFQ is: RFQ-CO-115177-SEMARCIS, and all correspondence concerning this RFQ should reference this number.
14. The Purchaser point of contact for all information concerning this Request for Quotation is:

NCI AGENCY  
Acquisition Directorate  
Building 302 Annex, Room 110  
7010 SHAPE  
Belgium  
Attn.: Ms. Eva Benson

E-mail: [Eva.Benson@ncia.nato.int](mailto:Eva.Benson@ncia.nato.int)

FOR THE DIRECTOR:



Eva Benson  
Contracting Officer

**Enclosures:**

- Attachment A: Acknowledgement of Receipt of Request for Quotation
- Attachment B: Book I – Bidding Instructions
- Attachment C: Book II – Prospective Contract

**Attachment A**

**Acknowledgement of Receipt of Request for Quotation**

**RFQ-CO-115177-SEMARCIS**

**Please complete and return within 5 days by email to the POC.**

We hereby advise that we have received Request for Quotation RFQ-CO-115177-SEMARCIS on ....., together with all enclosures listed in the Table of Contents.

**CHECK ONE**

- { } As of this date and without commitment on our part, we do intend to submit a quotation.
- { } We do not intend to submit a quotation.
- { } We are reviewing the requirements of the RFQ and will notify you of our decision as soon as possible.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_