



NCIA/ACQ/2023/06817  
19 May 2023

## Notification of Intent to Invite Bids

*Method: International Competitive Bidding (ICB)*

### Land Mobile Radio Maintenance Contract at SHAPE HQ

#### NCI Agency Reference #: IFB-CO-115908-SHA

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**Estimated Amount:** 250000 EUR

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**NOI Closing Date:** 23 June 2023

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**Solicitation Release Date:** Anticipated on 15 July 2023

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**Solicitation Closing Date:** Anticipated on 21 August 2023

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**Contract Award Date:** Anticipated on 31 October 2023

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**Competition Type:** ICB Lowest Priced Technically Compliant

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The NCI Agency hereby notifies the NATO Nations of its intent to invite bids for the procurement of repairs and services for NATO-owned LMR pieces of equipment located in the military HQ at SHAPE and at SACEURs Residence in Mons, Belgium.

A single award firm-fixed price contract is planned.

#### **NCI Agency Point of Contact**

Esteban Diaz, Senior Contracting Assistant

**Email:** [IFBCO115908SHA@ncia.nato.int](mailto:IFBCO115908SHA@ncia.nato.int)

#### **Annexes:**

- A. Summary of Requirements
- B. Distribution List



NCIA/ACQ/2023/06817

**To** : Distribution List

**Subject** : **Notification of Intent to Invite Bids for Land Mobile Radio Maintenance Contract at SHAPE HQ**

**References** :

**A.** BC-D(2018)0004-FINAL, BC Budget Procurement Guidance

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1. In accordance with References A through B, the NCI Agency, as the Host Nation responsible to implement the project in subject, hereby gives notice of its intent (NOI) to issue an Invitation for Bid (IFB) for Land Mobile Radio Maintenance Contract at SHAPE HQ, hereafter referred to as the "Project".
  2. A high-level summary of the Project's technical requirements is set forth in Annex A hereto. These requirements are being refined and will be included in further details as part of the IFB.
  3. The reference for this Project is IFB-CO-115908-SHA, and all correspondence concerning this NOI and subsequent IFB should reference this number.
  4. The NCI Agency plans to issue an IFB using the International Competitive Bidding (ICB) Procedure for Lowest Priced Technically Compliant (LPTC) evaluations. A single, firm-fixed price contract is planned for the entire scope of work.
  5. Eligibility to participate in the subsequent IFB is declared by national authorities. Hence, qualified and certified companies interested in receiving an IFB for this Project are hereby requested to provide a Declaration of Eligibility (DoE), **sent** by their Delegation/Mission to NATO to the NCI Agency contracting authority not later than 23 June 2023, which is 35 calendar days after the date of this letter.
  6.
    - a. In addition to the certification of the company's security clearances required under this NOI, the DoE should include the following information for each of the nominated companies:
      - Company name
      - Company address
      - Point of Contact (PoC)
      - PoC email address
      - PoC telephone number
    - b. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent electronically to [IFBCO115908SHA@ncia.nato.int](mailto:IFBCO115908SHA@ncia.nato.int).
  7. In order to maximize competition the NCI Agency may, at this discretion, accept nominations after the deadline, so long as the IFB has not been issued. The NCI Agency may even accept, at its discretion, nominations after the IFB has been issued under the condition that such late

nomination will not be used as the basis to request an extension to the bid closing date.

8. Requests for participation in this competition received directly from individual companies will not be considered.
9. Bidders will be required to declare a bid validity of 12 months from bid closing date. Should the selection and award procedure exceed the bid closing date by more than 12 months, companies will be requested to voluntarily extend the validity of their bids accordingly. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.
10. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED. However, the IFB and the contractual documents could contain references to other NATO documents classified as NATO SECRET.
11. The successful bidder will be required to handle and store classified information up to the level of NATO SECRET. In addition, contractor personnel will be required to work unescorted in Class II Security areas. Therefore, access can only be permitted to cleared individuals. Only companies maintaining such cleared facilities and the appropriate personnel clearances will be able to perform the resulting contract.
12. The NCI Agency is not liable for any expenses incurred by companies in conjunction with their responses to this NOI and such responses shall not be regarded as a commitment of any kind concerning future procurement of the items or services described herein.
13. Your assistance in this procurement is greatly appreciated.

**For the Chief of Acquisition:**

*[Original Signed By]*

Esteban Diaz  
Senior Contracting Assistant

Esteban  
Diaz



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Esteban Diaz  
Date: 2023.05.19  
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## Annex A – Summary of Requirements

Project No. 2023 60-18935

### 1. Project Objective

Repairs and services for NATO-owned LMR pieces of equipment located in the military HQ at SHAPE and at SACEURs Residence in Mons, Belgium.

### 2. Scope of Work

#### Acronyms

- CIS – Communication Information Systems
- COTR- Contracting Officer Technical Representative
- LMR – Land Mobile Radio
- NATO – North Atlantic Treaty Organization
- NCIA – NATO CIS & Information Agency
- OEM - Original Equipment Manufacturer
- PMI- Preventive Maintenance Inspection
- SOW – Statement of Work
- SACEUR – Supreme Allied Commander Europe
- SHAPE- Supreme Headquarters Allied Powers Europe

#### Background and Work Site Information

The NATO site where the maintenance must be provided are situated as follows:

- NCIA CSU Mons, SHAPE, Belgium
- SACEURS Residence, Hyon (Mons) Belgium

#### Scope

The scope of this maintenance requirement is to award a five-year contract consisting of five one-year tranches, for repairs and services for NATO-owned LMR pieces of equipment located in the military HQ at SHAPE and at SACEURs Residence in Mons, Belgium.

#### Requirement

The Contractor shall perform a Recurring Maintenance Service to cover corrective repairs, preventive maintenance, removal and installation of equipment, antenna installation assessments, future upgrade surveys and complete repair and maintenance of LMR infrastructures as described in this SOW.

The list of equipment to be maintained will be verified annually and where necessary, contract amendment action will be conducted.

### **Basic Services**

The Contractor shall provide all labour, material, equipment, transportation, and supervision necessary to perform preventive maintenance, and emergency recall and restoration of communication circuits for recurring maintenance, to the equipment listed in annex A.

Maintenance shall include at least:

- System Administration
- System Network Management
- Emergency outage repairs
- Repair handheld and portable units
- Installations and removals of equipment
- Radio Dispatcher console support (MIP 5000 Gateways)
- Voice Logging Recorder support
- System Firmware Updates
- System Software updates
- Prepare trouble tickets
- Develop repair estimates
- Initiating warranty repair and/or return actions
- Train operator personnel on equipment use, maintenance, and programming
- Perform Annual PMI in accordance with manufacturers specs on: Radios, Consoles, Consolettes, Voice Logging Recorder System, Repeaters, Combiners, Antennae

The Contractor shall maintain and repair all LMR associated pieces of equipment in accordance with Motorola and associated vendors manufacturer's recommendations and standards.

The Contractor is responsible for correcting all problems arising through normal use of equipment. Normal use is considered to be use of the equipment as referenced in Motorola manufacturer's recommendations.

The COTR will notify in writing the Contractor who shall perform required services to restore LMR pieces of equipment, to meet or exceed Original Equipment Manufacturer (OEM) specifications.

The Contractor shall provide special services for repair and care of intrinsically safe Factory Mutual (FM) LMR pieces of equipment in accordance with Underwriters Laboratories TIA-4950 (or equivalent European) standard for Hazardous Locations certification. The repaired LMR pieces of equipment shall be 100% certified comply with the standard TIA-4950 or the European equivalent one.

### **Schedule:**

- Start 01 January 2024 to 31 December 2024 + four optional years. A transition period should take place before the contract starting date, for a period of 4 weeks.

### **Type of Contract:**

- The contract will be a firm fixed price services contract.