

09 September 2019

FC(PROC)(2019)0140

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 Proposal (RFP) 2019-35778 – Cleaning Services

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 award a contract for cleaning services for the buildings of the NATO Headquarters in Brussels, the NCI Agency in The Hague (The Netherlands) and the NSPA in Capellen (Luxembourg).
3. An electronic version of the RFP 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 Member Nations (this would also apply to any subcontractors), and be in sound legal and financial standing;
 - b) Have performed at least three (3) contracts within the last five (5) years substantially similar in scope to the requirements described in the solicitation;
 - c) Have sufficient capacity and resources to supply the items specified in the solicitation;
 - d) Possess a Facility Clearance at the level of NATO SECRET at the time of bid submission.
 - e) 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 Bidder's financial and legal standing;
- b) Data on relevant past performance;
- c) Information about corporate resources, capabilities and subcontracting arrangements;
- d) Technical information about the services to be provided under the contract;
- e) Elaboration of any deviations from the terms and conditions of the proposed contract; and
- f) Price proposal.

8. Proposals are due on 31 Octobre 2019, at 16h00 (Brussels time). Final selection and contract award is expected in March 2020. The contract will be effective for a period of five (5) years with the possibility of up to five one-year extension options.

Evaluation Criteria and Contract Award

9. Bidders will be evaluated on the documentation submitted and other information and documentation available to the Organization (e.g. verification of past performance references). Considerations include: capacity to provide required level of service, service level agreement, legal risks and the proposed price.

10. The contract will be awarded to the responsible Bidder whose conforming proposal represents the best value 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, of the RFP.

Point of Contact and List of Prospective Bidders

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

Mrs. Danielle Vanderveken
Email: vanderveken.danielle@hq.nato.int
Tel: +32 (0)2 707.44.73

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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 register directly at the NATO Business Opportunities web-site thru the URL specified in paragraph 3 above. In case of difficulty registering to contact the point of contact stated above in order to be included in the list of prospective Bidders.

(Signed) J. Carrasco Pena



Annexes:
Annex 1: Distribution List