

23 September 2020

FC(PROC)(2020)0101

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

Cc: As listed at annex 1

From: Head of Procurement (Acting)

Subject: Invitation for Bids (IFB) 2020-44589 – PASSENGER ROAD TRANSPORTATION 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 for the NATO International Staff (IS), 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 provision of passenger road transportation to the NATO Headquarters 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>. The potential bidders are invited to take contact with the Procurement Service in the case they don't have a user account 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); and
  - b. Having performed at least one contract within the last five years substantially similar in scope to the requirements described in this solicitation and with a minimum duration of one year, and
  - c. Having a sound financial and legal standing and sufficient capacity and resources to provide the services specified in the SOW taking into account that NATO may need at the same time many buses.
6. Bidders that do not comply with the eligibility requirements specified above will be disqualified.



**Bid content and closing date**

7. 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).

8. 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. Bidder's Identification;
- b. Certification regarding Bidder's responsibility;
- c. Corporate Resources and Capabilities;
- d. List of Sub-Contractors;
- e. Bidder's Past Performance References;
- f. Schedule of Exceptions;
- g. Statement regarding Conflicts of Interest;
- h. Price Schedule; and
- i. Signed copies of the prospective Contract.

9. Requests for Clarification must be logged in NATO's professional Portal ([www.nato.int/structur/procurement](http://www.nato.int/structur/procurement)) not later than **7 calendar days before the bid closing date**. Bids are due on **10<sup>th</sup> of November 2020, at 17:00** (Brussels time). Final selection and contract award is expected in November 2020.

**Evaluation Criteria and Contract Award**

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

11. 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, §8, of the IFB.

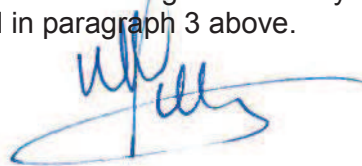
**Point of Contact and List of Prospective Bidders**

12. The Points of Contact for questions and information concerning this IFB are:

Mr. Staelen Ludwig  
 Email: [staelen.ludwig@hq.nato.int](mailto:staelen.ludwig@hq.nato.int)  
 Tel: +32-2-707-2680

Mr. Yves van Schendel  
 Email: [vanschendel.yves@hq.nato.int](mailto:vanschendel.yves@hq.nato.int)  
 Tel: +32-2-707-4202  
 NATO HQ – Procurement Service CB 2600  
 Boulevard Leopold III, 1110 Brussels, Belgium

13. We would be grateful if you could invite any eligible national firms who might be interested in this solicitation of offers to contact one of the points 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.



D. Vanderveken

Annexes:

Annex 1: Distribution List