

29 October 2019

FC(PROC)(2019)0202

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

Cc: As listed at annex 1

From: Head of Procurement

Subject: Invitation for Bids (IFB) 2019-38357 – Installation, verification and repair services required for the lifelines and other maintenance equipment of the NATO HQ

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 installation, verification and repair services required for the lifelines and other maintenance equipment of 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>.

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. Have a sound financial and legal standing and sufficient capacity and resources to provide the services specified in the SOW;
 - c. Be otherwise qualified and eligible to receive an award under applicable regulations;
 - d. Have performed at least two contracts, within the last five years, with scope and terms and conditions substantially similar to the ones specified in the solicitation;
 - e. Possess sufficient capacity and resources to provide the services specified in the solicitation and, more particularly, be in possession of a SCC certification (Safety **Certificate** for Contractors also known as VCA «Veiligheid-, gezondheid- en milieu-Checklist Aannemers» in Belgium) or equivalent qualification.
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 3, of the IFB for further details about the mandatory composition of proposals):

- a. Contact details;
- b. Statements of legal and financial condition and other statements and certificates required to verify Bidder's financial and legal standing;
- c. Certificate of origin of supplies and services;
- d. Elaboration of any deviations to the terms and conditions of the proposed contract;
- e. Detailed service approach;
- f. Proposed resources and capabilities;
- g. Price offer; and
- h. Signed copies of the prospective contract.

9. Bids are due on **12 December 2019, at 17:00** (Brussels time). Final selection and contract award is expected in October 2019. A site visit is foreseen on **21 November 2019 at 14:00**.

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, Section 14, of the IFB.

Point of Contact and List of Prospective Bidders

12. The Point of Contact for questions and information concerning this IFB is:

Mr. Yves van Schendel
 Email: 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 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 thru the URL specified in paragraph 3 above.

(Signed) J. Carrasco Pena