

NCIA/ACQ/2019/13130
20 December 2019

To: See Attached Distribution List

Subject: **INVITATION FOR BID NO. IFB-CO-15561-GSK**
Provision of Guard Services NATO Satellite Ground Station (SGS)
Kester, Belgium

Reference(s): A. AC/337-D(2016)0014 dated 16 March 2016
B. BC-D(2018)0004-FINAL dated 29 January 2018
C. BC-D(2019)0129-ADD2(INV) dated 9 July 2019
D. NCIA/ACQ/2019/12,873 dated 26 November 2019

Dear Madam/Sir:

1. Your firm is hereby invited to participate in an Invitation for Bid procedure for the provision of Guard Services NATO Satellite Ground Station (SGS) Kester, Belgium.
2. NATO intends placing one contract to cover the entire scope of the requirement. Partial bidding is not allowed.
3. 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.
4. The scope of the envisaged contract is described in the prospective Contract (Book II), attached to this letter.
5. **THE CLOSING TIME FOR SUBMISSION OF BIDS IN RESPONSE TO THIS IFB IS 13:00 HOURS (BRUSSELS TIME) ON 20 January 2020.**
6. This Invitation For Bid 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 (SOW) thereto sets forth detailed specifications governing the performance requirements of the Prospective Contract.
7. The overall security classification of this IFB is "NATO UNCLASSIFIED".

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8. This Invitation For Bid remains the property of the NCI Agency and shall be protected in accordance with the applicable national security regulations.
9. This Invitation For Bid does not constitute either a financial or contractual commitment at this stage.
10. Prospective Bidders are advised that the NCI Agency reserves the right to cancel, withdraw, or suspend this IFB at any time in its entirety and bears no liability for quotation preparation costs incurred by firms or any other collateral costs if IFB cancellation, withdrawal, or suspension occurs.
11. Bidders are requested to complete and return the enclosed acknowledgement of receipt within ten (10) days of receipt of this IFB, informing the NCI Agency of their intention to bid or not to bid. Firms are not bound by their initial decision, and if a firm decides to reverse their stated intention at a later date, it is requested to advise the NCI Agency via-email.
12. The reference for the Invitation For Bid is: IFB-CO-15561-GSK, and all correspondence concerning this IFB should reference this number.
13. The NCI Agency sole Point of Contact (POC) for this procurement is:

Ms. Eva Benson
eva.benson@ncia.nato.int
Tel: +32 (0) 6544-6103
NCI Agency
ACQ Directorate
Building 302 Annex, Room 110
7010 SHAPE
Belgium

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FOR THE DIRECTOR OF ACQUISITION:



Tiziana Pezzi

Principal Contracting Officer

ATTACHMENTS:

(A) Acknowledgment of Receipt

ACKNOWLEDGEMENT OF RECEIPT OF INVITATION FOR BID

IFB-CO-15561-GSK

PLEASE COMPLETE AND RETURN WITHIN 10 DAYS AFTER RECEIPT
OF THE IFB

(VIA EMAIL TO EVA.BENSON@NCIA.NATO.INT)

We hereby advise that we have received the Invitation For Bid IFB-CO-15561-GSK on, together with all the enclosures.

CHECK ONE

- AS OF THIS DATE AND WITHOUT COMMITMENT ON OUR PART WE DO INTEND TO
- SUBMIT A BID. WE DO NOT INTEND TO SUBMIT A BID
- WE ARE REVIEWING THE REQUIREMENTS OF THE IFB AND WILL NOTIFY YOU OF OUR DECISION AS SOON AS POSSIBLE.

SIGNATURE

PRINTED NAME

TITLE

COMPANY

ADDRESS

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TEL.:

E-MAIL:

NATO UNCLASSIFIED