

## **Notification of Intent to Request Quotations for**

### **Logistics Services**

**NOI-CO-115665-LSF (Logistics Services Framework)**

**Estimated Ceiling Value: EUR 6,000,000**

#### **Period of Performance:**

A basic period of three (3) years plus two 12-month option periods.  
Overall ceiling amount of 6,000,000 EUR throughout the contract life of one  
three (3) year basic period and, as  
required, a further two (2) 12-month Option periods.

However, the Purchaser reserves the right to unilaterally increase the ceiling amount past 6,000,000 EUR, if this ceiling amount is reached prior to the end of the three (3) year basic period contract life. The NCI Agency is seeking to establish a framework agreement which will serve as a preferred vehicle for Industry provided logistic services on an "as needed -when needed" basis across all NATO locations.

The Agency anticipates issuing the formal Request for Quote (RFQ) by Q4 2022 with an anticipated Contract Award by Q1 2023.

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

Lynne Hurley

E-Mail:RFQ-CO-115665-LSF@ncia.nato.int

14 June 2022

**To:** Distribution List

**Subject:** Notification of Intent (NOI) to establish an Indefinite Delivery, Indefinite Quantity (IDIQ) framework for logistics services.

**References:**

- A. AC/4-D/2261 (1996 Edition)
- B. AC/4-D(2008)0002-REV1 dated 27 April 2009
- C. C-M(2015)0025 NATO Financial Regulations
- D. AC/337-D(2016)0014 NCIO Financial Rules and Procedures
- E. AC/4-DS(2022)0010

1. In accordance with References A-E, notice is given of the intent of the NATO Communications and Information Agency (NCI Agency) to issue a Request for Quote (RFQ) to establish a Firm Fixed Price (FFP) Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ) framework using multiple funding sources at the NATO Enterprise level;
2. A summary of the requirements of the RFQ are set forth in Annex A attached to this letter. These requirements are currently being refined as part of the preparation of the proposed RFQ;
3. The reference for this RFQ is RFQ-CO-115665-LSF and all correspondence concerning this RFQ should reference this number;
4. The envisaged procurement procedure for this RFQ is Basic Ordering Agreement (BOA) Plus (BOA+). The successful bidder(s), pursuant to the RFQ following this NOI, will be the bid(s) that offer the lowest price and are technically compliant in accordance with the evaluation criteria prescribed in the RFQ. The Agency may award up to 3 IDIQ contracts, whereby individual Task Orders will be competed with the selected LSF IDIQ Framework Providers under such agreement(s);
5. The formal RFQ is planned to be issued July 2022, and Contract Award is planned for no later than March 2023;
6. Attached to this letter at Annex B is a list of potential bidders that may be able to provide the services and equipment required for this project. This list was compiled from the companies that have an active BOA with the Agency;
7. The BOA+ procedures allow National Responsible Authorities to nominate eligible bidders in addition to the companies identified at Annex B. Any such nominations for companies that do not have an active BOA should come from the National Authorities via their Delegation/Mission to NATO, who will provide the requisite Declaration of Eligibility (DoE). Upon receipt of the DoE, the NCI Agency Contracting Officer will add the company to the Bidders List;



8. National Responsible Authorities are kindly requested to provide a list to the NCI Agency with Declarations of Eligibility, not later than 1 July 2022, of qualified and certified companies which may be interested in receiving a Request for Quote for this project.

In addition to the firms certification of security clearance required:

a. under this NOI, the DoE should include the following information for each of the nominated firms:

Name of the Firm

Telephone number

E-mail address

Point of Contact.

b. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent to the following address:

NATO Communications and Information Agency

Attention: Lynne Hurley e-mail: [RFQ-CO-115665-LSF@ncia.nato.int](mailto:RFQ-CO-115665-LSF@ncia.nato.int)

9. Please note that requests for participation in this competition received directly from individual companies cannot be considered, unless they hold a valid BOA with the NCI Agency.

10. National authorities are advised the RFQ package is anticipated to be NATO UNCLASSIFIED; however, the RFQ and the contractual documents could contain references to other NATO documents classified as NATO RESTRICTED.

11. The successful bidder(s) may be required to handle and store classified information up to the level of NATO SECRET. In addition, Contractor personnel may be required to work unescorted in Class II Security areas and 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 Principal Contracting Officer for this RFQ is Giacomo Piliego. The NCI Agency point of contact for all information concerning this NOI is Lynne Hurley, Senior Contracting Officer who can be reached at email:

[RFQ-CO-115665-LSF@ncia.nato.int](mailto:RFQ-CO-115665-LSF@ncia.nato.int)

Your assistance in this procurement is greatly appreciated.

FOR THE CHIEF OF ACQUISITION:

Lynne  
Hurley

Digitally signed by  
Lynne Hurley  
Date: 2022.06.15  
08:51:12 +02'00'

Lynne S Hurley

Senior Contracting Officer

Attachments:

Annex A – Summary of the Requirements

Annex B – Initial List of Bidders

14 June 2022

**Distribution List for NOI: RFQ-CO-115665-LSF**

- **NATO Delegations (Attn: Infrastructure Adviser)**
  - Albania
  - Belgium
  - Bulgaria
  - Canada
  - Croatia
  - Czech Republic
  - Denmark
  - Estonia
  - France
  - Germany
  - Greece
  - Hungary
  - Iceland
  - Italy
  - Latvia
  - Lithuania
  - Luxembourg
  - Montenegro
  - The Netherlands
  - North Macedonia
  - Norway
  - Poland
  - Portugal
  - Romania
  - Slovakia
  - Slovenia
  - Spain
  - Turkey
  - United Kingdom
  - United States
- **NATO HQ**
  - NATO Office of Resources, Management and Implementation Branch – Attn: Deputy Branch Chief
  - Director, NATO HQ C3 Staff, Attn: Executive Coordinator
  - SACTREPEUR, Attn: Infrastructure Assistant
  - SHAPE, Attn: J3 & J2
- **Strategic Commands**
  - HQ SACT - Attn: R&D Contracting Office
  - ACO Liaison Office
- **All NATEXs**
- **NCI Agency – Internal**

**Annex A**  
**Summary of the Requirements**  
**RFQ-CO-115665-LSF**

**1. Introduction**

- a. The NCIA Logistics team mission is to provide optimum logistics services across the Agency and wider NATO sites, and to continually improve the ease of movement of business related assets across various NATO sites.
- b. Over the past 24 months, the NCIA Logistics team has been requested to provide services to support various projects across different NCI Agency business areas. In doing so, the team has utilised a mix of both in-house and external resources to support these projects. Following the increase in requirements, the team is seeking to establish a framework agreement for logistics services known as the Logistics Services Framework (LSF).
  - a. The NCI Agency does not currently have a preferred vehicle for contracted logistics services. Therefore, through the LSF, NCIA aims to establish an IDIQ framework with up to three (3) suppliers as the preferred vehicle for the provision of Industry logistics services.
  - b. The IDIQ will provide an overarching set of Terms and Conditions and a broad requirement. Up of three suppliers will receive a place on this IDIQ.
  - c. When the Agency has a requirement for logistic services, a Statement of Work (SoW) will be developed and a Delivery Order competition will be run among the three suppliers on the IDIQ. The resulting lowest priced, technically compliant offer would be awarded the resulting Task Order to complete the work detailed in the SoW. There is no guarantee of any work through the IDIQ framework.
  - d. A place on the IDIQ framework agreement will be awarded through competition. The Agency will issue the IDIQ requirements, alongside a historic Task Order SoW for evaluation purposes only. The three lowest priced, technically compliant bids received for this historic Task Order will be awarded a place on the IDIQ framework. This approach will ensure that the three lowest priced suppliers in the market will competitively be awarded a place on the IDIQ for future Task Orders when a need arises.

e. The aim of the IDIQ framework is to ensure a broad scope; however, for indicative purposes a non-exhaustive list of potential core services could include any combination of the following:

- 1. Traditional logistics services covering packaging, handling, storage, and transportation, including the provision of labour, materials and support equipment in support of those logistics services.
- 2. Rental of storage and staging facilities, such as local warehouses near NATO locations, ISO-containers for temporary storage, and porta-cabins for temporary staging activities, including placement and collection of temporary structures, as well as the provision of labour, materials, and support equipment typically required for storage and staging activities.
- 3. Rental of vehicles, materials and support equipment, in support of logistics activities, such as rental of small trucks and forklifts, including drivers, rental of pallet jacks, moveable carts, and stair climbers, as well as rental of crates, boxes, and provision of packaging and sealing materials, et cetera.
- 4. Reverse logistics services covering packaging handling, storage, and transportation of legacy equipment and typical packaging waste, including placement and collection of waste skips, and including recycling and disposal activities, as well as the provision of labour, materials and support equipment in support of reverse logistics.
- 5. Hiring of personnel to support general logistics activities, ranging from hands-on labour to administration, planning, and management of logistics activities.

f. Subsequent Task Orders will define the full scope, although it is envisaged that all services and associated goods and services procured under this IDIQ shall include delivery to NATO sites.

a. The Contractor shall supply equipment and services to all authorized NATO Command Locations in Europe and North America including any of NATO's Affiliates, upon issuance of Task Orders in accordance with the terms of the Contract. The list of existing affiliates is available at:

<http://www.nato.int/cps/en/natolive/structure.htm>.