



NATO UNCLASSIFIED

**Acquisition**

Lise.Vieuxrochat@ncia.nato.int

NCIA/ACQ/2021/06862

04 May 2021

To: Distribution List

Subject: **INVITATION FOR BIDS**

**IFB- CO-115240-HPE-CLS Contractor Logistic Support Services for the NCI Agency HPE Hardware and Software**

- References:
- 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. C-M(2002)49
  - E. NOI-IFB-CO-115240-HPE-CLS dated 19 October 2020
  - F. Amendment 1 to NOI-IFB-CO-115240-HPE-CLS dated 11 February 2021

Dear Madam/Sir,

1. Your company is hereby invited to participate in an Invitation For Bid procedure for the provision of Contractor Logistic Support Services for the NCI Agency HPE Hardware and Software.
2. The NCI Agency intends to place one or multiple contracts to cover the entire scope of the requirement covering 7 NATO Sites. Partial bidding per lot shall be allowed. No partial bidding within a lot shall be 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), part of the Invitation for Bid (IFB) package.
5. **THE CLOSING TIME FOR SUBMISSION OF BIDS IN RESPONSE TO THIS IFB IS 14:00 HOURS (BRUSSELS LOCAL TIME) ON FRIDAY 04 June 2021.**



NATO Communications  
and Information Agency  
Agence OTAN d'information  
et de communication  
Avenue du Bourget 140  
1140 Brussels, Belgium  
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6. This Invitation For Bid consists of the Bidding Instructions, including Administrative Certificates and Bidding Sheets (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); as well as, the Statement of Work and Annexes (Part IV) detailing specifications governing the performance requirements of the Contract.
7. The overall security classification of this IFB is "NATO UNCLASSIFIED".
8. This IFB remains the property of the NCI Agency and shall be protected in accordance with the applicable national security regulations.
9. The 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 bid preparation costs incurred by firms or any other collateral costs if IFB cancellation, withdrawal, or suspension occurs.
11. The successful Bidder will be required to handle and store classified information up to the level of "NATO RESTRICTED". In addition, Contractors' personnel working on NATO sites will be required to hold "NATO SECRET" individual security clearances. Contractor will be required to handle and store classified material to the level of "NATO RESTRICTED" and the Contractor shall have the appropriate facility and personnel clearances of "NATO SECRET". Should a Contractor be unable to perform the Contract due to the fact that the facility clearance has not been provided by their respective national security agency, this lack of clearance cannot be the basis for a claim of adjustment or an extension of schedule, nor the lack of clearance be considered a mitigating circumstance in the case of an assessment of Liquidated Damages or a determination of Termination For Default by the Purchaser.
12. Prospective Bidders are requested to complete and return the enclosed "Acknowledgement of Receipt" at Attachment A within 7 days of receipt of this IFB, informing the NCI Agency of their intention to bid or not to bid. Companies are not bound by their initial decision, and should a firm decide to reverse its stated intention at a later date, it is requested to advise the NCI Agency by separate letter.
13. The reference for this IFB is IFB-CO-115240-HPE-CLS. All correspondence related to this IFB shall reference this number.
14. The Contracting Officer responsible for this solicitation is Mrs. Lise Vieux-Rochat, all correspondence regarding this IFB should solely be addressed to [lise.vieuxrochat@ncia.nato.int](mailto:lise.vieuxrochat@ncia.nato.int).

FOR THE DIRECTOR OF ACQUISITION:

Lise

VieuxRochat

Digitally signed by  
Lise VieuxRochat  
Date: 2021.05.04  
13:44:58 +02'00'  
Lise Vieux-Rochat  
Contracting Officer

**Attachment(s):** CO-115240-HPE-CLS

- A. Acknowledgement of Receipt
- B. Book I – Bidding Instructions, Certificates and Bidding Sheets
- C. Book II – Prospective Contract
  - Signature Page
  - Part I Schedule of Supplies and Services
  - Part II Contract Special Provisions
  - Part III Contract General Provisions
  - Part IV Statement Of Work and annexes



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**Distribution List:**

**Not disclosed**

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ACKNOWLEDGEMENT OF RECEIPT OF  
INVITATION FOR BID

IFB-CO-115240-HPE-CLS

PLEASE COMPLETE AND RETURN WITHIN 7 DAYS AFTER RECEIPT OF  
THE IFB

(VIA EMAIL TO [LISE.VIEUXROCHAT@NCIA.NATO.INT](mailto:LISE.VIEUXROCHAT@NCIA.NATO.INT)  
CC TO [GRACJA.JABLONSKA@NCIA.NATO.INT](mailto:GRACJA.JABLONSKA@NCIA.NATO.INT) )

We hereby advise that we have received the Invitation For Bid IFB-CO-115240-HPE-CLS 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.....

.....

.....

TEL.:.....

E-MAIL:.....