



SCIENCE AND TECHNOLOGY ORGANIZATION  
CENTRE FOR MARITIME RESEARCH AND EXPERIMENTATION



TO: NATO Delegations  
Attn. Secretaries of Delegations

CC: STO FC

FROM: Head Finance and Contracts

DATE: 6 June 2022

SUBJECT: Invitation for International Bidding (IFIB) no. CMRE 22-006 for the Provision of Cleaning, Porterage and Custodial Services to NATO STO Centre for Maritime Research and Experimentation (CMRE), in La Spezia - Italy

Ref.: A. FC(2017)103-REV1 - NATO IS Procurement Manual

1. In accordance with the provisions of Article XXXII of the NATO Financial Regulations and Financial Rules and Procedures, we are pleased to inform you that CMRE intends to issue the Invitation for Bids (IFB) stated above in the upcoming months.
2. This procurement action will follow the Formal Procurement procedure specified in Reference A, adopted by the STO CMRE Procurement Procedures.

IFIB Reference: **CMRE-22-006**

Title of IFIB: Cleaning, Porterage, Custodial and other miscellaneous services.

Requirement: The STO Centre for Maritime Research and Experimentation (CMRE) located in La Spezia – Italy, has a recurring requirement for daily cleaning services and other miscellaneous support services (e.g. porterage, skilled and unskilled labor for minor construction/repair maintenance work, etc.). The current contract will expire 31 Dec 2022. The intent is to award a new contract for the next five years, starting 1 January 2023. The services are to be performed inside the CMRE's premises, and often during non-conventional duty hours (especially true for the cleaning services).

Type of Contract: Firm Fixed Price (FFP)

Period of Performance: Performance period is January 1<sup>st</sup> 2023 - Dec 31<sup>st</sup> 2023. Four additional option years are envisioned each of 12 months starting on Jan 1<sup>st</sup> 2024.

Bidding Procedure: Sealed bid (no negotiations).

Award Method: Lowest Priced Bid.

Funding: Estimated annual amount is 340K Euro.  
Estimated cumulative amount over the five years period is approx. 1.7M Euro.

Classification: The solicitation and resulting contract documents are classified NU. However, unescorted access inside secure areas (Class II) of CMRE is envisioned which requires possession of a personal security clearance (PSC), and in some circumstances may afford access to classified information. Contractor personnel performing the services at CMRE will be required to hold PSCs (at the NS level or higher) by performance start (i.e. Jan 2023).

IFIB Issue Date: 30 JUN 2022 (TBC)

IFIB Closing Date: 31 AUG 2022 (TBC)

Eligibility: Solicitation is open to all governmental and/or commercial entities that originate or are chartered/incorporated within NATO-member nations that will have available sufficient number of employees possessing valid NATO personal security clearances at the NS level (or higher) at the time of performance start. All Contractor personnel performing services under the contract must be citizens of a NATO nation.

Performance

Location(s): CMRE in La Spezia, Italy

Partial bidding: Partial Bidding is not allowed.

Website: <http://www.cmre.nato.int/procurement/open-solicitations>

3. You are hereby invited to nominate via email **by 30 June 2022** the names, full address, point of contact, telephone, and e-mail address of potential qualified bidders established within your country.
4. CMRE Contracting staff will email the IFIB documents to all interested prospective bidders, as well as post them on the CMRE's website to make it available for download. This and any other correspondence hereto is to be addressed to:

**STO Centre for Maritime Research and Experimentation (CMRE)**

Attn: Ms. Kimberly Krancevich – Head of Finance and Contracts

Viale San Bartolomeo, 400

19126 La Spezia - ITALY

Email: [contracting@cmre.nato.int](mailto:contracting@cmre.nato.int)

Respectfully,

Kimberly Krancevich  
Head of Finance and Contracts  
STO CMRE