



## Notification of Intent to Invite Bids

### Baseline Deployment Services and Lease Indefinite Delivery Indefinite Quantity (IDIQ) Framework Contract

#### NOI IFB-CO-115769-e-BDS

Estimated Value: threshold applicable to the overall contract Not-To-Exceed (NTE)  
€5,000,000 or contract duration and options; whichever occurs first  
Period of Performance: 3 years + 2 year options

The NCI Agency is seeking to establish Indefinite Delivery Indefinite Quantity (IDIQ) Framework contract for the provision of Baseline Deployment Services and Lease which will serve as a vehicle for industry provided services on an "as needed - when needed" basis across all NATO locations.

The NCI Agency anticipates issuing the formal Invitation For Bids (IFB) in the first quarter Q1 2023 with an anticipated IFB closing date in the second quarter Q2 2023 and an expected Contract Award by the second quarter Q2 2023.

NCI Agency Point of Contact:  
Senior Contracting Officer: Ms. Eva Benson  
Action Officer: Ms. Anika Momik

E-mail: [IFBCO115769EBDS@ncia.nato.int](mailto:IFBCO115769EBDS@ncia.nato.int)



NCIA/ACQ/2022/07144  
20 October 2022

**To** : Distribution List

**Subject** : **Notification of Intent to Invite Bids**  
**Baseline Deployment Services and Lease**  
**Indefinite Delivery Indefinite Quantity (IDIQ) Framework Contract**  
**IFB-CO-115769-e-BDS**

**References** : **A.** C-M(2015)0025 – NATO Financial Regulations  
**B.** AC/337-D(2016)0014 – NCIO Financial Rules and Procedures  
**C.** BC-D(2018)0004 – BC Military Budget Procurement Guidance  
**D.** INFOSEC AC/322-D(2012)011)

1. In accordance with References A through D, notice is given of the intent of the NATO Communications and Information Agency (NCI Agency), as the Host Nation to issue a Invitation For Bid (IFB) to establish a Firm Fixed Price (FFP) Single Award Indefinite Delivery Indefinite Quantity (IDIQ) framework contract. This contract will cover provision of Baseline Deployment Services and Lease using multiple funding sources at the NATO Enterprise level. The resulting contract will be made part of the NCI Agency e-FAST initiative which aims to establish and make available a series of contractual instruments that, subject to appropriate authorization and / or funding, can be used to timely and efficiently procure recurrently needed goods and services.
2. A summary of the requirements of the IFB are set forth in Annex A attached to this letter. These requirements are currently being refined as part of the preparation of the proposed IFB.
3. The reference for this IFB is IFB-CO-115769-e-BDS and all correspondence concerning this IFB should reference this number.
4. Funding obligations will occur at delivery order placement.
5. The envisaged procurement procedure for this IFB is International Competitive Bidding (ICB), Lowest Priced Technically Compliant Bid. The successful bidder, pursuant to the IFB following this NOI will be the bid that offers the lowest price and is technically compliant in accordance with REF C.
6. The formal IFB is planned to be issued by Q1 2023 with an anticipated IFB closing date in the second quarter Q2 2023 and Contract Award is planned for no later than Q2 2023;
7. National Responsible Authorities are required to nominate eligible bidders. Nomination for



companies should come from the National Authorities via their Delegation/Mission to NATO, who are invited to 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 therefore kindly requested to provide Declarations of Eligibility (DoE) to the NCI Agency, not later than **30 November 2022, 17:30 (CET)**, of qualified and certified companies, which may be interested in receiving a IFB requirement. The Declaration of Eligibility (DoE) should include the following information for each of the nominated firms:

- **Company Name and Address**
- **Point of Contact, Telephone number and E-mail address.**

This information is critical to enable prompt and accurate communication with prospective bidders.

9. Declarations of Eligibility (DoE) should be sent electronically to the following address:

NATO Communications and Information Agency  
Attention: Ms. Anika Momik, Senior Contracting Assistant  
e-mail: [IFBCO115769EBDS@ncia.nato.int](mailto:IFBCO115769EBDS@ncia.nato.int)

10. The National Authorities are advised that the IFB package will be NATO UNCLASSIFIED.

11. The NCI Agency Point of Contact for all information concerning this NOI is Ms. Anika Momik, Senior Contracting Assistant at the primary e-mail address:

[IFBCO115769EBDS@ncia.nato.int](mailto:IFBCO115769EBDS@ncia.nato.int)

In case of technical issues with the IFB e-mail address please inform the undersigned at [anika.momik@ncia.nato.int](mailto:anika.momik@ncia.nato.int)

Your assistance in this procurement is greatly appreciated.

FOR THE CHIEF OF ACQUISITION:

A handwritten signature in black ink, appearing to be 'Anika Momik', is written over a thin horizontal line.

Anika Momik  
Senior Contracting Assistant

Attachments:  
Annex A – Summary of the Requirements



**Distribution List for NOI: IFB-CO-115769-e-BDS**

- **NATO Delegations (Attn: Infrastructure Adviser)**

- Albania
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- Denmark
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- France
- Germany
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- Hungary
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- Italy
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- Montenegro
- The Netherlands
- North Macedonia
- Norway
- Poland
- Portugal
- Republic of Türkiye
- Romania
- Slovakia
- Slovenia
- Spain
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**Embassies in Brussels (Attn: Commercial Attaché):**

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Romania  
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Slovenia  
Spain  
United Kingdom  
United States

**NATO HQ**

NATO Office of Resources  
Management and Implementation Branch  
Attn: Deputy Branch Chief

Budget Committee Secretariat

**NCI Agency – Internal Distribution**

**Registry (for distribution)**

**NCI Agency – All NATEXs**



**Annex A**  
**Summary of the Requirements**  
**IFB-CO-115769-e-BDS**

## 1. Introduction

- a. The NCI Agency executes various projects which deliver large quantities of new end-user equipment consisting of laptop and workstation kits. This new equipment needs to undergo additional steps of installing a defined client device baseline before being shipped to NATO locations. Due to the volume of the equipment, the NCI Agency wishes to expand its ability to flexibly configure and deploy assets by also utilising external Contractor support.
- b. The work to be provided is for baseline deployed end-user devices through either deployment services or lease. The services shall be performed under the technical guidance/direction of the NATO Communications and Information Agency (referred to as "NCI Agency" hereafter) and deployed either at the premises of the Contractor or one of the NCI Agency locations.

## 2. Scope

- a. Deploy client device baseline requirements provided by the Purchaser on to Commercial Off The Shelf (COTS) or Tempested (TEMPEST Level A, B or C) laptops and workstations, at either one of the NATO locations where there is NCIA presence or at the Contractor premises according to pre-agreed plan/schedule. As a minimum, the following activities will be required:
  - A) Integrate the software packages provided by the Purchaser into their industrial standardised deployment infrastructure. The baseline shall contain only the components provided by the Purchaser and no other components regardless of their nature (e.g. drivers, settings, applications, scripts, firmware, BIOS) are permitted.
  - B) Conduct physical inspection of the hardware items for visible damage (screen broken, etc...) and will not deploy the Purchaser provided baseline in any case where there is physical damage.
  - C) Configure BIOS settings as provided by the Purchaser prior to the deployment of the baseline.
  - D) Deploy the client device baseline to the laptops and workstations within 5 working days after the Purchaser has requested this



- E) Sign the Purchaser provided checklist after completion of the deployment in order to have a log/report of each hardware asset which is free of any errors or defects.
  
- b. Lease to the Purchaser a ready-to-use baseline deployed client devices for a specified period of time. The ready-to-use client devices shall have undergone the activities as outlined in the previous paragraph a.
  - A) Due to NATO security constraints referred at the INFOSEC AC/322-D(2012)011), in case of defect of a tempested item during the warranty period, the item must be returned to the Contractor for repair or replacement free of any magnetic, solid state and electronic media storage devices (e.g. CD-ROM's, DVD's, USB sticks, solid state storage drives, hard drives). Such storage devices must be removed even if it requires breaking the tempest seals. The Contractor shall replace such storage devices with new storage devices at no additional cost to the Purchaser. All the other non-storage devices and components (e.g. RAM's, boards etc.) will be returned unaltered from the initial configuration.
  
  - B) The lease may be only for laptops or workstations or a complete "set" including associated peripherals (i.e. mouse, keyboard, docking station, monitor).
  
  - C) The lease may be required for the commercial lifecycle of an asset or for a shorter period of time.