



NCIA/ACQ/2023/06480  
12 January 2023

**NOTIFICATION OF INTENT  
TO INVITE BIDS**

**DOMESTIC AND INTERNATIONAL OFFICE RELOCATION SERVICES  
- IFB-CO- 115838-ORS**

**PERIOD OF PERFORMANCE: 1 YEAR + 4X1 YEAR OPTIONS**

The NCI Agency expects to issue the Invitation for Bid (IFB) in Q1 2023 with an anticipated contract award in Q2 2023.

**NCI Agency Point of Contact**

**Mr Hennie van Riel**

**E-mail: [hennie.vanriel@ncia.nato.int](mailto:hennie.vanriel@ncia.nato.int)**

To : Distribution List

Subject : **Notification of Intent to Invite International Competitive Bids for Procurement of Domestic and International Office Relocation Services for NCI Agency**

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. C-M(2002)49

1. In accordance with Reference A through D, the NCI Agency, as Host Nation, hereby gives notice of its intent to issue an Invitation for Bid (IFB) for the provision of Domestic and International Office Relocation Services under the Invitation for Bid procedures.
2. The envisaged procurement procedure for this IFB is International Competitive Bidding (ICB), Lowest Priced Technically Compliant Bid. The successful quote, pursuant to the IFB following this NOI, will be that quote which is the lowest price and technically compliant in accordance with the evaluation criteria prescribed in the IFB.

3. 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.
4. National Responsible Authorities are therefore kindly requested to provide Declarations of Eligibility (DoE) to the NCI Agency, not later than 13 February 2023, 17:30 (CET), of qualified and certified companies, which may be interested in receiving a IFB requirement. In addition to the certification of the firm's security clearances required under this NOI. 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.
5. Declarations of Eligibility (DoE) should be sent electronically to the following address: NATO Communications and Information Agency Attention:  
  
Email: [hennie.vanriel@ncia.nato.int](mailto:hennie.vanriel@ncia.nato.int)
6. Requests for participation in this competition received directly from individual firms cannot be considered.
7. The NCI Agency plans to issue the IFB in Q1 2023. Contract award is planned for Q2 2023. There will be no minimum volume under this Contract.
8. Bidders will be required to declare a bid validity of six (6) months from closing date for receipt of bids. Should the selection and award procedure exceed the Bid Closing Date by more than six (6) months firms will be requested to voluntarily extend the validity of their bids. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.
9. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED.
10. The successful Bidder will be required to handle and store classified information up to the level of NATO SECRET. In addition, Contractor personnel will be required to work in Class I 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.

11. The NCI Agency point of contact for all information concerning this IFB is Mr Hennie van Riel, email: [hennie.vanriel@ncia.nato.int](mailto:hennie.vanriel@ncia.nato.int)
12. Your assistance in this procurement is greatly appreciated.

FOR THE CHIEF OF ACQUISITION:

Name: Alain Courtois  
Title: Principal Contracting Officer

**Attachment(s):**

Annex A – Summary of requirements

**Distribution List**

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

**Embassies in Brussels (Attn: Commercial Attaché)**

**NCI Agency – All NATEXs**

**NCI Agency Internal Distribution (Not Disclosed)**

## **Annex A – Summary of the Requirements**

### **1. Introduction**

- 1.1.1 The aim of the prospective contract is to procure Office Relocation Services anywhere in NATO Member Nations and occur both across different NATO compounds (moves from one site to another) and within NATO Compounds (intra-site moves).
- 1.1.2 Office relocations will occur throughout execution of the prospective contract in different General Procurement Shared Services user entities, as needed.
- 1.1.3 While mostly standard relocation services shall be required, the Contractor understands that the relocations will have different specific requirements and complexity levels, in particular with regard to the following:
  - Current location and destination (from/to):
    - o within a NATO compound (intra-site) or across different NATO compounds (from one site to one/several other sites)
    - o domestic or international move
  - Working environment and types of assets to be moved (offices may include technical laboratories)
  - Requested services
  - Given (limited) timeframe for the move.

### **2. Statement of Objectives**

#### **2.1 CORPORATE OBJECTIVES**

The Contractor shall:

- 2.1.1 Achieve a cost effective, low risk, safe and secure physical move of NATO assets from their current location to their destination location.
- 2.1.2 Complete the physical move in the allocated timeframe, in order to minimize cost, inconvenience and disruption.
- 2.1.3 Apply relevant industry leading practices associated with move performance, pace, quality and reporting.

#### **2.2 CONTRACT OBJECTIVES**

The Contractor shall:

- 2.2.1 Provide reliable and competitively priced move services, in accordance with the corporate objectives.
- 2.2.2 Accommodate a flexible move execution to adapt to unanticipated schedule or move sequence changes. Move activities may need to be rescheduled with short notice.
- 2.2.3 Secure the trained, dedicated staffing resources, specialized equipment and management capabilities required to coordinate and execute the moves.

### **2.3 OPERATIONAL OBJECTIVES**

The Contractor shall:

- 2.3.1 Ensure minimum disruption and inconveniences to NATO. NATO activities must remain fully operational throughout the move process. The Purchaser will have no tolerance for delayed move periods or poorly orchestrated move activities which unduly impact day-to-day business.
- 2.3.2 Perform the relocation activities in line with the Purchaser's requirements and expected level of quality. Relocations will be highly visible. Consequently, unanticipated and unexplained schedule or changes will be broadly examined. In order to manage this risk, the Contractor will need to incorporate contracting flexibility to provide for orderly changes while maintaining an emphasis on performance and timeliness.
- 2.3.3 Understand and comply at all times with applicable NATO safety and security policy and sites regulations.
- 2.3.4 Ensure that appropriate measures are put in place to make sure that materiel and equipment shall not be tampered with. Materiel being transported, even if not classified, must be safeguarded when in transit or when stored.
- 2.3.5 Pay due care and attention to avoid any damage to the old and new buildings as well as to the transported assets.
- 2.3.6 Ensure prompt handling and resolution of complaints. The Contractor shall offer rapid, amicable and effective solutions.
- 2.3.7 Ensure that all the transported assets included in the inventory list are effectively delivered and prepared for verification and inspection at the destination location.
- 2.3.8 Ensure an efficient coordination, knowledge sharing and knowledge transfer among Contractor personnel, in particular with respect to disassembly and subsequent reassembly of assets and furniture.
- 2.3.9 Follow a project management methodology and employ appropriate mechanisms to monitor and report on progress, manage risks and assure the constant delivery of high quality services and deliverables in accordance with the requirements and objectives.

### **3. Locations**

The majority of the office relocations should take place across or within the following three countries: Belgium, Luxembourg and Netherlands but relocations could occur in any NATO Member Nation.