

Dear Sir/Madam,

The NATO Support and Procurement Agency has a requirement for the inspection and overhaul of C-130 Aircraft components (Non Flight Safety Critical) as per attached "list of services".

You are invited to submit a proposal to provide to NSPA the services listed in this Request for Proposal (RFP).. A firm fixed inspection price/firm fixed overhaul price (inclusive of the 100% mandatory replacement parts) is required as a result of the Request for Proposal (RFP).

You are kindly requested to complete Attachment **: RFP Response Form attached and return it not later than Thursday 28th of October 2019, 12:00 hrs, Luxembourg time.

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IMPORTANT NOTE:

IN CASE YOU ARE NOT ABLE TO PROVIDE AN OFFER, YOU ARE KINDLY REQUESTED TO PROVIDE NSPA WITH NAME, ADDRESS, POC AS WELL AS FAX AND PHONE NUMBER OF QUALIFIED SOURCE FOR THE PERFORMANCE OF THE SERVICE IN THIS REQUEST FOR PROPOSAL.

Please advise on the reason why you cannot provide this service.

1. TAX EXEMPTION

All prices and rates quoted shall be exclusive of any taxes and duties from which NSPA is exempt pursuant to the provisions of the Ottawa Agreement of 20 September 1951 and the Agreement between NAMSA and the Government of Luxembourg, dated 19 June 1968, entitled 'Agreement regarding exemption from taxes, duties and rates granted to NAMSU (NATO Maintenance and Supply Organization) by the Luxembourg Authorities.

2. CONSIDERATION OF ALL INFORMATION

Your proposal must be prepared after careful consideration of all information provided in this RFP and the Draft Purchase Order.

The following documents are not printed but are available in the Internet under:

www.nspa.nato.int/en/organization/procurement/rules.htm

- **NSPA General Provisions for Fixed-Price Contracts (Services)**

www.nspa.nato.int/en/organization/procurement/forms.htm

- **Termination for Convenience of NSPA**
- **NSPA Materiel Inspection and Shipping Report (MISR) NSPA Form 194 with relevant distribution instructions**

If you have no Internet access, please contact the undersigned and a printed copy of these documents will be forwarded to you.

In order for your proposal to receive an accurate evaluation it must conform to the terms of this RFP. Non-conforming or incomplete proposals may be refused consideration for award of a contract. **All blank spaces in the attached exhibit: PROPOSAL FORM AND INSTRUCTIONS / GUIDANCE FOR PREPARATION OF PROPOSALS must be completed and the exhibit returned before the bid closing date.**

3. CONTRACTOR'S RESPONSIBILITY

With the submission of his proposal the bidder guarantees that he is in possession of all the necessary intellectual property rights in force in the countries where the items will be manufactured and / or services will be performed, under the resulting contract and in other countries where the intellectual property rights are in force. It is the sole responsibility of the bidder to obtain any licenses necessary for the performance of this contract and for making any other arrangements required to protect NSPA from any liability for intellectual property rights infringement in said countries. The bidder will at his expense hold NSPA harmless and fully indemnify NSPA against all damages, costs, charges, expenses and the like arising from or incurred by any reason of any infringement or alleged infringement of intellectual property rights in consequence of the provision of the service and / or materiel.

You will be solely responsible for the performance of the purchase order resulting from this RFP. The fact that NSPA allows to subcontract or to call upon a third party for the performance of any part of the purchase order does not relieve you of your responsibility.

3.1 FORMER NSPA STAFF

Any bidder who proposes to employ former NSPA staff member(s) in the performance of this contract shall specifically identify the individual(s) and the position for which they will be hired. If NSPA determines that the former NSPA staff members will be employed in supporting a requirement for which they were personally and substantially involved while a NSPA employee, the bidder's proposal may be removed from further consideration for award. Failure to disclose such employment shall result in the immediate removal of the bidder's proposal from further consideration for award. This restriction shall be in effect for a period of two years after the former NSPA employee concludes their employment with the Agency, unless authorized in writing by the NSPA General Manager or his authorized representative.

4. BALANCING OF PRODUCTION

For contracts amounting to EUR 80,000.- or more, or equivalent in another currency, NSPA takes into account a "balanced production" policy. Under this policy, when offers from firms of different participating NSPO member states are otherwise similar, contract award is made to that bidder whose country, at time of award, is poorly placed in terms of balance, provided that his offer does not exceed the lowest offer by more than a certain percentage (10 % or 20 % depending on the relative position of the countries in terms of balancing) and he agrees to match such lowest offer. Relative positions of the countries in terms of production balancing are determined by using the ratio "R"; value of the contracts placed by NSPA in a country compared with the value of sales made to the same country. The three categories in the NSPA scale of balancing are well-placed, less well-placed and poorly-placed, the latter category having the lowest ratio.

5. EVALUATION CRITERIA

The criteria which NSPA will employ in selecting the successful bidder will be by order of importance:

- a. responsiveness and compliance with the conditions of the RFP;
- b. provision to NSPA (as part of the tender) of an acceptable complete TECHNICAL PROPOSAL (see Part A);
- c. the overall price that NSPA will use for price evaluation purposes will consist of the following formula per item:

Inspection firm fixed price per unit;

plus

Overhaul firm fixed price per unit;

6. ALTERNATIVE PROPOSAL(S)

If you desire to submit an alternative proposal or to submit suggestions for the accomplishment of this work, you may do so in addition to the proposal submitted in response to this Request for Proposal. If the only offer that you submit is an alternative, you take the risk to be declared technically non-compliant. Your alternative proposal will

ONLY be considered if your proposal submitted in response to this Request for Proposal is the lowest technically compliant offer.

7. AUTHORISED SIGNATURE

Your proposal must be signed by an official authorized to bind your firm to a contract. If your proposal is submitted electronically the authorized signature should be scanned. Proposals submitted in response to this RFP are binding offers and, on acceptance by NSPA, constitutes a binding contract.

8. VALIDITY

Your proposal shall be valid until the "Offer Validity" date indicated on the first page of this RFP. The proposal must be submitted in the English or French language. If not sent by fax or email, the proposal must be submitted in duplicate.

9. PRICES, CURRENCY AND PAYMENT

Prices may be quoted in the currency of any NSPO member state. However, all the prices must be quoted in the **same** currency and this currency will be reflected in the resulting contract and used for payments made thereunder.

Comparison of the price quotations will be made in euro; the exchange rates to be used for the purposes of such price comparison will be the medians between buying and selling rates of the Brussels "Marché Réglementé" on the first banking day of the week of the bid closing date, as reported by the Banque et Caisse d'Epargne de l'Etat, Luxembourg.

NSPA payment terms are 30 days net upon receipt of Contractor's invoices duly documented as contractually provided for. Discount for early payment shall be indicated in your proposal.

NSPA payments will be made to the bank account provided by the Contractor at time of registration to the NSPA source file or to the bank account identified by the Contractor at time of contract award. NSPA will only accept to make payments on an account in a bank located in a NATO Nation.

10. LATE OFFERS

Proposals received after the "Offer Closing Date – 24:00 hrs Luxembourg time" indicated on the first page of this RFP shall, as far as a contract award is concerned, be rejected without consideration. However proposals posted prior to the Offer Closing Date (valid postal stamp) will be considered as long as they are received before an award is made. If only one offer is received and it is received after the closing date, NSPA reserves the right to consider such offer.

11. NO NSPA COMMITMENT

This RFP is not a commitment that an award of contract will be made. NSPA reserves the right to reject any or all proposals. No payment for costs incurred prior to entering into a contract will be made by NSPA. NSPA reserves the right to award a contract for any or part of the services solicited with this RFP.

12. PRE-AWARD SURVEY

If after the submission of a proposal you are considered for an award of a contract, NSPA reserves the right to conduct a survey of your technical and facility capabilities. A pre-award survey is normally performed for higher value contracts.

13. INSTRUCTIONS FOR PROPOSAL FORWARDING

The means of transmitting your proposal are left to your discretion, by post, by private mail service, by email, by fax, or by a bid application using a secure protocol (https). Proposals submitted electronically (email or secure protocol) must conform to currently supported Microsoft-Office versions (preferably MS-Word, MS-Excel) or PDF.

Email: Your offer must be sent to the following address: procurement@nspa.nato.int and make reference to the RFP Collective Number.

Please be aware that the maximum capacity for incoming mail at NSPA is 10 MB. In case that your offer is larger it must be compressed to fit the 10 MB limit or sent in several parts.

Secure protocol: Your offer can also be submitted using a secure protocol (https) into the NSPA system. For this purpose select the button "Bid" when you display the details of the RFP in the Internet and follow the instructions.

A proposal that is received "incomplete" when the closing date deadline is reached, cannot be accepted. In case the proposal is mailed it has to be submitted to the following address and should mention:

NATO SUPPORT AND PROCUREMENT AGENCY (NSPA)
Procurement Division, Attn.: PP-A
RFP Collective n° BLV19011
L-8302 CAPELLEN (Luxembourg)

14. INFORMATION ON BIDDING

If not advised within the validity period of your proposal that it has been accepted, you may assume that your proposal did not result in a contract in this instance. Your company's name will remain in the NSPA Source File and will be considered for invitation for any future competitions in this field.

15. BID OPENING

The Monday following the bid closing date of this RFP, NSPA will post on its portal, at the following link:

<http://www.nspa.nato.int/en/organization/procurement/procurement.htm>, the names of the companies who have submitted an offer within the bidding period of this RFP.

16. NSPO PROCUREMENT REGULATIONS / NSPA OPERATING INSTRUCTION

The NSPO Procurement Regulations and the NSPA Operating Instruction are available on NSPA's website under <http://www.nspa.nato.int/en/organization/procurement/rules.htm>

If you do not wish to respond to this RFP, please notify this office and return all documentation received promptly or destroy it.

17. PUBLICATION OF CONTRACT AWARDS

In accordance with the Procurement Operating Instruction, NSPA periodically publishes high value contracts (except classified ones), indicating the contractor's name and country, as well as the purpose, total amount and issue date of the contract.

This information is to be found on the NSPA website under <http://www.nspa.nato.int/en/organization/procurement/contract.htm>

Enclosure

Exhibit: Proposal Form and Instruction/Guidance for Preparation of Proposals

EXHIBIT: PROPOSAL FORM AND INSTRUCTION / GUIDANCE FOR PREPARATION OF PROPOSALS
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NSPA has prepared this two-part proposal form PART A & PART B for the purpose of providing a standard format by which the bidders submit cost data and supporting information suitable for a detailed and accurate analysis and evaluation of their proposals.

Bidders are encouraged to use this form, however, if another format is used, bidders are requested to maintain the sequence and suitably index the proposal to enable rapid analysis by NSPA. This form must be completed and returned not later than the offer closing date.

Part A - TECHNICAL PROPOSAL / CAPABILITY AND QUALIFICATION FORM

This part when duly completed and supplemented with any information as deemed appropriate will constitute the bidder's Technical Proposal and contain all non-pricing details.

➤ **ANNEX A – Technical Proposal Form (EXCEL sheet to be completed)**

This part when duly completed and supplemented with any information as deemed appropriate will constitute the bidder's Technical Proposal and contain all non-pricing details that were not included in PART A.

Part B - PRICE PROPOSAL

This part when duly completed and supplemented with any information as deemed appropriate, will constitute the bidder's Price Proposal.

➤ **ANNEX B – Price Proposal Form (EXCEL sheet to be completed)**

This part when duly completed and supplemented with any information as deemed appropriate will constitute the bidder's Price Proposal.

PART A - TECHNICAL PROPOSAL/CAPABILITY AND QUALIFICATION FORM
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The information on your firm and capabilities should be submitted along the lines of the format provided below.

Voluminous pre-printed brochures are not desired.

1. QUALITY

a. AQAP 2131

Bidder to confirm he shall comply with the requirements defined in AQAP – 2130

b. Bidder to confirm that he or his chosen subcontractor is either:

- The OEM
YES / NO
- OEM Authorized Maintenance Center.
YES / NO: (Bidder to provide evidence) If yes, bidder should provide Copy of the Certificate that reflects the maintenance authorization for the P/N under the scope of this Request for Proposal (RFP).
- Repair licensee by the OEM for this equipment;
YES / NO : (Bidder to provide evidence) If yes, bidder should provide a copy of the OEM licensee or agreement that demonstrates the authorization for the P/N under the scope of this Request for Proposal (RFP).
- Certified EMAR 145 or equivalent, i.e. FAA 145 / EASA Part 145 / TCCA AM 573 or National Equivalent.
YES / NO (Bidder to provide evidence) : If yes, bidder should provide Certificate with the schedule, ratings, limitations, and:
 - Capability list associated to the certificate, duly approved by the appropriate Aviation Authority, which authorizes maintenance activities for the P/N under the scope of this Request for Proposal

Or

- Copy of the repair station's operations specifications/Procedure manual/ Maintenance Organization Exposition (M.O.E) duly approved by the appropriate Aviation Authority, clearly demonstrating the maintenance capability for the P/N under the scope of this Request for Proposal (RFP).

The certifications are an important element of the bidder proposal. The approved capability list or station’s operations specifications/procedures manuals must clearly identify the approved maintenance authorization for those specific Part Numbers described under the scope of this Request for Proposal (RFP). Refer to list of services attached to this RFP. The certification shall be valid for at least 1 year from the proposal submission date.

Please be informed that all the mandatory requirement documents **MUST BE** included in your bid and / or submitted by the Bid Closing Date. Should any of the mandatory documents be missing, NSPA reserves the right to consider your bid incomplete, therefore your proposal may not be considered for bid evaluation.

Please indicate the documents attached:

TYPE OF CERTIFICATION	YES/NO	DEMONSTRATE WITH EVIDENCE ATTACHMENT REFERENCE
OEM		
OEM Authorized Maintenance Center		
Repair licensee by the OEM for this equipment;		
Certified EMAR 145 or equivalent		

2. FACILITIES WHERE SERVICES WILL BE PERFORMED

- a. Inspection of the components shall be performed at the Contractor’s facility designated below:

- b. NSPA shall deliver the components to be repaired DAP (Delivered at Place – Incoterms 2010) to the following point of delivery as appropriate:

3. SUBCONTRACTS AND PERCENTAGE TO TOTAL PRICE PROPOSAL (NOT ORDERS FOR SUPPLIES)

Provide names, addresses of sub-contractors and Quality Assurance standards with the reasons why subcontract(s) are necessary.

Bidders to insert the information into ANNEX A – Technical Proposal Form

Maximum sub-contracts expected %

4. TURN AROUND TIME (TAT)

a. The contractual TAT for routine requirements shall not exceed:

Contractor to provide his best TAT:

Inspection calendar days.

Repair calendar days.

5. TECHNICAL DOCUMENTATION

a. If Bidder is not the OEM, Bidder to confirm that he is in the distribution list of the OEM for the applicable technical documentation to perform the required work.

b. Bidder to confirm that he is in possession of the latest applicable documentation per P/N and reference to perform the required work and to provide the appropriate reference(s) including latest revision date per P/N and reference according to which the component(s) will be serviced.

6. CONTRACT ADMINISTRATION

The names of the officials designated by the Contractor to administer this contract are:

Contractual matters:

Company name: _____

Address: _____

Attn: _____

Phone: _____

Fax: _____

email: _____

Technical matters:

Company name: _____

Address: _____

Attn: _____

Phone: _____

Fax: _____

email: _____

Part B - PRICE PROPOSAL

1. PRICES:

Please indicate your best prices in attached document entitled "List of services"

Please consider "Item" and "Line" n° as follows: 10 = 1, 20 = 2 etc.

2. PAYMENT TERMS:

NSPA payment terms are 30 days net upon receipt of Contractor's invoices duly documented as contractually provided for.

Discount for early payment shall be indicated in your proposal, i.e.:

If payment is made within 20 days:% is granted **(bidder to indicate)**
 If payment is made within 10 days:% is granted **(bidder to indicate)**

3. PROVISIONING OF REPAIR PARTS:

Costs of direct materials and repair parts will be reimbursed as follows:

- manufactured by the Contractor: At production cost
- purchased by the Contractor: At acquisition price plus a handling charge of
 % **(bidder to indicate)**

4. VALIDITY:

This price proposal, when associated with the TECHNICAL PROPOSAL, constitutes the bidder's tender against this RFP and is valid until the specified offer validity date.

NAME OF COMPANY: _____

NAME OF REPRESENTATIVE: _____

TITLE OF REPRESENTATIVE: _____

DATE OF PROPOSAL: _____

SIGNATURE: _____