

**RFP RFP\_PRE17013**  
**Part I – Bidding Instructions**

Dear Sir/Madam,

The NATO Support and Procurement Agency has a requirement for the supply of the materiel described in the “List of Items” attached to this Request for Proposal (RFP).

You are invited to submit a firm-fixed price proposal for the provisioning, installation and set-up of listed material in the attached EXCEL Sheets A1 to WT10 based on delivery – DAP Afghanistan Marshall Fahim National Defence University (Incoterms 2010).

The Bidders are required to bid for all the items; a single firm-fixed contract for all the items is intended. The firm-fixed price shall be inclusive of all set-up and installation costs.

**Table of contents**

1.	TAX EXEMPTION.....	2
2.	CONSIDERATION OF ALL INFORMATION .....	2
3.	CONTRACTOR'S RESPONSIBILITY.....	2
4.	BALANCING OF PRODUCTION.....	2
5.	ELIGIBILITY TO PARTICIPATE IN THE SOLICITATION.....	2
6.	VENDOR VETTING .....	3
7.	EVALUATION CRITERIA.....	3
8.	ALTERNATIVE ITEM(S) .....	4
9.	AUTHORISED SIGNATURE.....	4
10.	VALIDITY.....	4
11.	PRICES, CURRENCY AND PAYMENT .....	4
12.	CONDITION OF MATERIEL .....	5
13.	QUALITY ASSURANCE .....	5
14.	LATE OFFERS .....	5
15.	NO NSPA COMMITMENT .....	5
16.	INSTRUCTIONS FOR PROPOSAL FORWARDING.....	5
17.	INFORMATION ON BIDDING.....	6
18.	BID OPENING .....	6
19.	NSPO PROCUREMENT REGULATIONS / NSPA OPERATING INSTRUCTION .....	6
20.	PUBLICATION OF CONTRACT AWARDS .....	6

**RFP RFP\_PRE17013**  
**Part I – Bidding Instructions**

**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 NAMSO (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. 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.

**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 contract 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 contract does not relieve you of your responsibility.

**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. ELIGIBILITY TO PARTICIPATE IN THE SOLICITATION**

Firms whose legal residence or main production facilities are located in NSPO member nation and or NATO TRUST FUND member nation may participate in this solicitation.

**NOTE**

**Firms whose legal residence or main production facilities is not in one of the NSPO member nation, and do not know if their Nation is a member of NATO TRUST FUND, please contact Ms. Dorothy Dziadosz via email: [dorothy.dziadosz@nspa.nato.int](mailto:dorothy.dziadosz@nspa.nato.int) to seek clarification.**

RFP RFP\_PRE17013  
Part I – Bidding Instructions

6. **VENDOR VETTING**

- a. To be eligible for Contract Award, Contractors and subcontractors at all tiers are required to register in the Joint Contingency Contracting System (JCCS) and are responsible for keeping the information in this system updated at all times. Prime Contractors and subcontractors at any tier may verify their registration at <https://www.jccs.gov/jccscoe/> by selecting the "Vendors Login" module and logging in with their user name and password. The Bidder must be registered and possess an acceptable vendor vetting rating in JCCS prior to award, and maintain an acceptable vendor vetting rating for the life of the contract.
- b. Failure to be approved in JCCS or failure to inform the contracting officer of the names of all prospective subcontractors may render the bidder commercially non-compliant and therefore ineligible for award.
- c. Bidders, including any subcontractors, must input all required identifying documentation into JCCS before vetting can take place. Required documents and data fields includes, but is not limited to:
  - i. AISA License
  - ii. Passport/Tazkera of Key Personnel
  - iii. Tax ID Certificate
  - iv. Host-country visa, work permit
  - v. Basic Company information (ie name, address, telephone number, email address, and company website)
  - vi. Articles of Association (identifies key management personnel)
  - vii. Company Questionnaire
  - viii. Vendor Family Detail Form

7. **EVALUATION CRITERIA**

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

- a. **Completeness of the proposal :**
  - a. responsiveness and compliance with the conditions of the RFP (Part I and II),
- b. **Technical - Exhibit III** - completion of the Bid Evaluation Matrix (BEM) –
  1. Demonstration of the required capabilities and ability to perform the installation and set-up according to best practice and all security instructions from the manufacturer of a furniture or equipment
    - a. **Technical Proposal** – attachments to BEM must be marked and referenced clearly, for example:
      - i. BEM -2.Planning Factors/Constraints-3.Service Plan Attachment X
- c. **Commercial** – partial compliance will not be accepted; Bidder will be disqualified
  - a. Exhibit II Contractual Compliance Form
  - b. Compliance with Part III – Draft Purchase Order

RFP RFP\_PRE17013  
Part I – Bidding Instructions

d. **Financial - Exhibit I**

- a. all items to be quoted by bidder (Sheet A1 to WT10)
- b. total quantities quoted per line item (Sheet A1 to WT 10 )
- c. partial bids will not be accepted, therefor Bidder will be disqualified
- d. Total for the items listed under Exhibit I (price to include the installation, set-up costs on site & transportation costs in accordance with DAP Afghanistan Marshall Fahim National Defence University /Incoterms-2010)
- e. Delivery Terms - DAP Afghanistan Marshall Fahim National Defence University /Incoterms-2010)

e. **Vendor registration – if not completed, Bidder will be disqualified**

f. **Past Performance –**

- a. Each Bidder shall provide minimum three (3) external references relevant to this RFP.
- b. If less than three (3) Past Performance forms are submitted, the Bidder will be disqualified

8. **ALTERNATIVE ITEM(S)**

If you desire to submit a proposal for an alternative item(s), you may do so in addition to the proposal submitted in response to this Request for Proposal. Proposals for alternative items shall be submitted with a complete description of the proposed items, and be accompanied with a certificate stating that the items offered are **fully interchangeable** with the requested items (same form, fit and function) or an explanation given on how they differ.

9. **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.

10. **VALIDITY**

Your proposal shall be valid until the "Offer Validity" date indicated on the first page of the Part 01\_Invitation letter to 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.

11. **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.

**Part I – Bidding Instructions**

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.

For approved Non-NATO Members Nations Contractors, 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, otherwise NSPA will only accept to make payments on an account in a bank located in a NATO Nation.

**12. CONDITION OF MATERIEL**

The condition of the materiel should be **new of current production**.

**13. QUALITY ASSURANCE**

The Contractor is responsible for maintaining effective control of the quality of materiel.

The contractor shall meet the AQAP-2130 requirement (NATO Quality Assurance Requirements for Inspection and Test. These requirements also apply to all sub-contracts involved in this contract.

The Contractor must provide a Certificate of conformity (COC) – a template to be used is to be found under AQAP-2070.

In case the contractor is not the manufacturer, the contractor shall provide a copy of the COC received from the manufacturer. The COC is to be added to the invoice.

Information on NATO Quality Assurance Standards may be found at the following web site: <http://nso.nato.int/nso/nsdd/ListPromulg.html>

**14. 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.

**15. 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.

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.

**16. 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](mailto:procurement@nspa.nato.int) and make reference to the RFP Collective Number.**

**Part I – Bidding Instructions**

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°: PRE17013  
L-8302 CAPELLEN (Luxembourg)

**17. INFORMATION ON BIDDING**

If your company believes that the wording of this Request for Proposal unduly restricts competition, a formal complaint may be submitted not less than 10 days prior to the bid closing date. The formal complaint must detail the specific areas in which it is believed that the requirements of this RFP unduly restrict competition and must request that NSPA suspend the procurement process. The Agency will evaluate the complaint and, within 14 days of receipt respond by either (1) amending the RFP or (2) rejecting the complaint. The decision of the Agency in such cases shall be final.

**18. 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.

**19. NSPO PROCUREMENT REGULATIONS / NSPA OPERATING INSTRUCTION**

The NSPO Procurement Regulations and the NSPA Operating 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.

**20. 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>