
Dear Sir/Madam,

The NATO Support and Procurement Agency (NSPA) has a requirement for the establishment of a contract against which call-off purchase orders can be issued, on a need basis for the materiel and services described in the "List of Items" attached to this Request for Proposal.

There will be no firm commitment from NSPA to buy any of the materiel or services included in the contract.

You are invited to submit a firm fixed price proposal, based on Delivery Delivered Duty Paid (DDP) (Incoterms 2010) to Depósito Geral de Material do Exército (DGME), Estrada do Infantado, 2890 - 403 Benavente/ Portugal.

NSPA will post all official communications regarding this procurement on its website. In addition, NSPA reserves the right to amend this RFP at any time prior to the proposal submission deadline. Any changes, amendments or clarifications will be made in the form of responses to bidders' questions, amendments or addendum issued by NSPA. Bidders should check NSPA's website frequently for notice of matters affecting this procurement.

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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. GEOGRAPHICAL LIMITATIONS

Not Applicable

6. 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. Lowest price and discount for early payment
- c. Delivery dates;

NOTE: For basic, non-complex supplies & services requirements at a firm fixed price not exceeding financial level B, NSPA reserves the right to accept a Bidder's Terms & Conditions, provided that these T&C do not represent undue risk for NSPA.

It is NSPA's intention to award a single Contract for all vehicle configurations.

Partial bids will therefore not be accepted.

7. 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.

When a stock number is superseded, the offeror will so indicate in his offer furnishing the new stock or part number. In case of inconsistency between the National/NATO Stock Number and the Part Number, the NATO Stock Number will govern.

8. 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.

9. 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.

10. 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.

11. QUALITY ASSURANCE

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

When **Government Quality Assurance (GQA)** services are required for the items on the list attached to this RFP, the Contractor and/or the Subcontractor(s) will for the duration of the contract, maintain a Quality Assurance System acceptable to the national Government Quality Assurance Representative as being in accordance with the applicable AQAP.

When GQA services are required, the **place of inspection** shall be indicated in the proposal if different from the point of delivery.

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

12. 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.

13. 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 items solicited with this RFP.

14. 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.

15. 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 NSPA 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°: DWI17001
L-8302 CAPELLEN (Luxembourg)

16. 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 more than 15 days after the release of the RFP. 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.

If your proposal did not result in an award, you will be informed as soon as the award decision has been made. Upon receipt of the notification, if the value of your proposal exceeds EUR 320,000.-, you may request additional general information from the NSPA Point of Contact indicated in this RFP, as to the reasons why your company failed to win the competition. Your company's name will remain in the NSPA Source File and will be considered for invitation for any future competitions in this field.

17. 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.

18. 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.

19. 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>

SPECIAL INSTRUCTIONS

Requirement and Ordering Schedule

1. The requirement is for up to 167 vehicles to fill the role of a Light Armoured Tactical Vehicle designated in Portuguese as Viaturas Tacticas Ligeras Blindadas (VTLB) and associated support.
2. The requirement is detailed in attached the List of Items and Statement of Work dated 12 April 2017 (Revision 3).
3. The table below outlines the requested ordering profile by year. It is not expected to be able to completely harmonize this schedule until Year 4 (2020).).
4. The project should however conclude in Year 4 (2020) with the full quantity and types of vehicles delivered and accepted by that year end.

Table 1: VTLB – Ordering Schedule

Bidders are invited to submit their offer, noting that payment will be made on acceptance and delivery of the following quantities, outlined in the table below:

Ordering Year	Vehicle Configuration	Number of Vehicles	Total Number of Vehicles Ordered	Delivery Date
2017	4X4 VTLB TP (Basic) – A	44	56	2018
	4X4 VTLB Special Operations (SOF) – E1 SOF	09		
	4X4 VTLB Special Operations (SOF) – E2 SOF Cmd	03		
2018	4X4 VTLB TP (Basic) – A	41	41	2018

2019	4X4 VTLB TP (Basic) – A	13	49	2019
	4X4 VTLB Command (CMD) – B1 - HF 20W	04		
	4X4 VTLB Command (CMD) – B2 - HF 150W	03		
	4X4 VTLB Anti-tank (AT) – C1 – MILAN	20		
	4X4 VTLB Anti-tank (AT) – C2 - TOW	09		
2020	4X4 VTLB TP (Basic) – A	08	21	2020
	4X4 VTLB Medical Support (MS) – D1 - EMER	05		
	4X4 VTLB Medical Support (MS) – D3 – Amb Tipo I	02		
	4X4 VTLB Medical Support (MS) – D4 – Amb Tipo II	06		
Grand Total		167	167	

5. No prototype vehicles will be accepted in the procurement procedure. Therefore, only serialized type vehicles should be proposed, preferably vehicles that are in service in other NATO Armies.
6. Upon selection of the product and contractor, prior to their final acceptance, the vehicles will undergo a series of tests to check for full mandatory requirements compliancy.
7. Any items not specifically mentioned or included herein and which are normally required in projects of this nature, should be included by the bidder in their specification and reflected in the quotation as options.

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8. The bidder shall guarantee that the delivered fully equipped vehicles shall be the same configuration and are constituted of exactly the same parts
 9. The applicable documents listed are applicable to technical specifications for the complete vehicle. If the bidder can prove qualification against other revisions, or similar standards, it will be necessary for the bidder to provide evidence of this similarity with these documents.
 10. The bidder shall supply in his offer all the required technical drawings of the layout of the fully equipped vehicle to prove the requirements detailed in this RFP.
 11. The fully equipped vehicle shall comply with both Portuguese and European laws regarding Health & Safety at Work, without exemption. Defense Standards or their use in no way absolves users from complying with statutory and legal requirements relating to Health & Safety at Work. The bidder shall be responsible for these requirements and provide the necessary evidence.
 12. Bidders should be aware that limited funds have been allocated to the VTLB procurement. NSPA therefore reserves the right to order different quantities and variations of the requirements outlined in the Statement of Work and List of Items in any resultant contract. The final decision on the actual elements to be ordered will be made by the customer.

Mandatory Deliverables and Optional Deliverables

13. The Statement of Work and List of Items is divided into Mandatory Deliverables and Optional Deliverables as outlined below:
 - Mandatory Deliverables: These are marked in Green on the List of Items and form the core requirement. The requirements can be cross referred to the Statement of Work.
 - Optional Deliverables: These are marked in Yellow on the List of Items and will be exercised on a case-by-case basis at the time of Purchase Order issuance and are not part of the core requirement. The requirements can also be cross referred to the Statement of Work where they are marked as desirable requirements 121 to 128.
 - Annex B to the Bidder Instructions also highlights the Mandatory and Optional Deliverables.
14. It is mandatory that the bidders offer a pricing schedule, which is valid until 21 December 2017, by completing the List of Items. This has been provided in Excel format. Those cells that bidders need to complete have been left unlocked so that pricing information can be inserted.
15. The bidder shall warrant that his price proposal covers all costs associated with the provision of material and services as set forward in his technical proposal.

Contract Duration

16. The contract shall be effective for the period commencing with the effective date indicated on page one of the contract.
17. It is envisaged that a four (4) year delivery period will be required (i.e. 2017 to 2020). The contract duration shall, however, be five (5) years as there is no guaranteed workload beyond the 2017 requirement.

Ordering Procedure

18. Each Tranche (defined by year) will be ordered at the beginning of that year and the actual ordering therefore shall be by individual call-off Purchase Orders.
19. NSPA reserves the right to amend initial ordering activity at the time of Contract award by amending the requirement, including the number of vehicles, to match funding availability. There is therefore no guaranteed workload beyond that of the 2017 requirement.

Price Reductions

20. Bidders shall indicate at what order quantities, price reductions can be applied, for all requirements within the List of Items.

Delivery, Schedule and Payment

21. Completion of the Factory acceptance phase of Configuration A should be finalized within 12 months after Purchase Order issuance, and each subsequent variant 6 months after ordering or after acceptance of Configuration A (whichever comes first).
22. The bidder shall provide his own project milestone plan, which shall be incorporated into the final contract schedule as a contractually binding requirement. It is against this plan that Liquidated Damages will be applied. (TAB 4 of Technical Proposal refers)
23. Final delivery point for vehicles shall be Delivery Delivered Duty Paid (DDP) (Incoterms 2010) to Depósito Geral de Material do Exército (DGME), Estrada do Infantado, 2890 - 403 Benavente/ Portugal. The exact delivery location may be changed up until Contract award.
24. The bidder shall complete all deliveries using DDP (Incoterms 2010) and submits his offer on this basis. .
25. Payment will be made on delivery and acceptance of each vehicle to NSPA satisfaction.

Experiences and Testing

26. Any companies bidding to supply the selected equipment must submit documentary proof of quality tests and/or experiences, and should specifically attest to the ballistic and anti-mine protection levels incorporated into the vehicles.
27. If there is a need to conduct tests once the bids have been opened, official information will be given to bidders such that items are made available to the test team for the period of time deemed necessary for an evaluation of their operation and behavior in a range of different scenarios.
28. Bidders must therefore support the expenses of the following activities in the event of testing:
 - Temporary imports of materials from the country of origin and subsequently sending them back.
 - Submitting materials to the test locations and their subsequent removal.
 - The execution of defined tests, including fuel and ammunition, with the exception of missiles.

NSPA Furnished Equipment

29. NSPA Furnished Equipment is detailed in the attached Statement of Work (Revision 3) dated 12th April 2017. .

Bidder Furnished Facility and Equipment

30. The Bidder shall provide all Infrastructures, Tools and Test Equipment necessary to perform the work required by the RFP.

Warranty

31. All equipment must have a minimum warranty period of at **least 3 (three) years**, counted upon delivery and final acceptance date covering non-conformities in vehicle performance, materials and in manufacturing, installation and paintwork processes, including parts and labour, as well as other costs necessary to complete the repair process [Mandatory Technical requirement 274].
32. During the entire service life of the vehicles, the manufacturer must guarantee a supply of spare parts and tools for their maintenance.
33. The bidder shall guarantee that all deliverables, including systems, subsystems, equipment and components will conform to the specifications and the requirement of the present contract during the applicable warranty periods.
34. Warranty services shall be available in Portugal for at least three years after vehicle delivery.
35. The bidder shall indicate in what operational or crisis situations warranty and repair services are not available.
36. Warranty per vehicle/ medical cell, shall only start upon delivery and the final acceptance date of each fully equipped vehicle to Portuguese Army in Portugal.

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37. During the warranty period and after being trained and authorized by the bidder, Portuguese Army mechanics shall be allowed to work on the fully equipped vehicles, without affecting the warranty provision.
 38. Until expiration of the warranty and the last vehicle delivery the bidder shall remain responsible for any changes to the manuals required as a result of any omission or inaccuracy discovered in use or, whenever changes/modifications in equipment or spare parts are made under the bidder's responsibility.
 39. Notwithstanding the detailed specifications and requirements of the vehicles the contractor shall warrant the supplied vehicles in the various configurations are fit for purpose for the roles and functions as described and required in this contract.

Security

40. The Bidder shall take due attention of the Security Requirements Check List (SRCL) under NSPA Form 786.

Codification Clause

41. All bidders who submit bids accept their obligations arising from the contractual clause that will be included in the contract entered into between the parties, based on the following elements:
42. "Authority Responsible for Codification" corresponds to the National Codification Bureau - NCB or Authorised Codification Agency located in the country where the articles covered by this contract are designed or produced.
43. "Contracting Organisation", corresponding to a purchasing entity of a NATO country or a NATO management entity/authority.
44. "Technical Data", corresponding to technical designs, standards, specifications and/or technical documentation necessary to fully identify the articles indicated by the contracting organisation to support the material covered by the Contract.
45. "Equivalent Contractual Instrument", corresponding to a formally agreed contractual statement, through which the Contracted Entity undertakes to supply technical data to support the codification.
46. Technical data is used for the identification/codification of all articles specified in any contract that may be established, and that have still not been codified in the NATO codification system. The Contracted Entity shall send data, or ensure that they are sent by subcontracted entities or suppliers upon request by the Authority Responsible for Codification, within the periods specified in the contract;
47. The Contracted Entity shall provide up-to-date information about agreed modifications and alterations to the projects or designs of all articles specified herein, or shall ensure that such information is sent;
48. The Contracted Entity shall ensure that the terms of this clause, or equivalent contractual instrument, are included in all subcontracts, such as to ensure availability of technical data to the Entity Responsible for Codification;

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49. If the data comes from a subcontracted entity or supplier, the Contracted Entity shall provide details related to the number of subcontracts, or equivalent information, to allow the Entity Responsible for Codification to make direct contact with the subcontracted entity or supplier to obtain data;
 50. In the event that a sub-contract is entered into with a manufacturer from a non-NATO country, the Contracted Entity will be responsible for obtaining any necessary technical data from the subcontracted entity/supplier, and for subsequently sending it to the Entity Responsible for Codification;
 51. The minimum technical data elements to be included for codification purposes shall include the name and address of the actual manufacturer(s), the actual manufacturing design(s) or component number(s) of the article(s), standards/specifications, reference number(s), and article name(s), if the elements in question are not included on the Recommended Spare Parts List - RSPL supplied during the initial acquisition phase;
 52. If the Contracted/Subcontracted Entity or supplier has already supplied technical data to an Entity Responsible for Codification, for codification purpose, for any of the articles covered by this contract, this fact should be declared, indicating to which National Codification Bureau/Codification Agency it was supplied. The sending of data that has already been supplied should not be requested under normal circumstances;
 53. The Contracted or Sub-contracted Entity or Supplier should contact their country's Entity Responsible for Codification to obtain information about the NATO Codification System.
 54. Prime contractor and sub-contractors are to provide the required technical data to enable the assignment of NSN.
 55. All technical data, i.e. drawings, specifications, identifications or other technical documentation required should be supplied, at the time required, to the appropriate Codification Authority, for codification purposes.
 56. Consideration should be given to the need for provision of data in respect of possible modifications to the goods where such modifications affect the characteristics, reference or drawing of goods.
 57. All companies involved in with the supply of equipment and component parts that may be purchased from sub-contractors are to ensure that the provisions of the Codification Clause are included in all sub-contracts or other supply agreements placed with such sub-contractors.
 58. If the aforementioned technical data coming from a contractor, the prime contractor has to provide all the subcontract details to allow appropriate Codification Authority to contact the sub-contractor and get the needed data for codification purposes.
 59. In the event of a contract with a sub-contractor in a non-NATO country, the prime contractor will be responsible for obtaining all the needed technical data and deliver it to the Codification Authority.

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60. If the contractor (or sub-contractor) has already delivered all relevant technical data to a Codification Authority, that should be clearly stated, specifying which that Codification Authority was.

Installation, Storage, Operation and Transport

61. The bid shall clearly indicate the conditions that must be met for the installation, storage and operation of materials, specifically regarding normal and extreme environmental conditions. It shall also highlight the care to be taken during temporary or prolonged storage, preparation for being put into service and transport.

Evaluation Criteria for Contract Award

62. 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. Lowest price and discount for early payment
 - c. Delivery dates

63. Important: Selection will be based on the lowest technically compliant bid based on the total price of mandatory deliverable items only.

64. Bidders must submit an acceptable technical proposal, index and numerated in accordance with the instructions at Annex A (i.e. utilizing Tabs 1-14) and completion of the supplied verification matrix within the Statement of Work (Tables 1-17).
65. All responses to the compliance matrix(s) shall be clear and unambiguous per each individual requirement as to whether the bidder's proposal meets or does not meet said requirement. A reference to the supporting documentation supporting this assertion shall be included in bidders' compliance matrix response.
66. Acceptable supporting technical documentation which substantiates the technical proposal and is cross-referenced to the compliance matrix and Tabs 1-14 shall be submitted.
67. Failure to complete the compliance matrix/ provide sufficient information in Tabs 1-14 and/or provide substantiating documentation will result in the proposal being considered non-compliant.
68. Demonstrated ability (including that of sub-contractors if relevant) by means of the technical proposal and if necessary a pre-award survey to verify capability to technically and within timeframe of proposal.
69. . In the event that the lowest compliant bid is above the customer's allocated budget then the customer reserves the right to amend the requirement in order to bring the project within the overall funding cap. This would then be subject to a *'revise and confirm'* exercise

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70. In the event that the lowest compliant bid is below the customer's allocated budget then the customer reserves the right to order the optional requirements in the list of items based on his requirement, technical suitability and price
71. NSPA reserves the right to conduct Post Tender Negotiations.
72. . NSPA reserves the right to increase before Contract award the number of vehicles to be ordered provided there is commonality of equipment.

Bidder's Conference

73. It is anticipated that a bidder's conference will be held approx. 40 days after the issue of this RFP and further details will be supplied in due course, once numbers are known. The bidder's conference will be held in June 2017 at NSPA facilities in Capellen, Luxembourg.
74. Should you wish to attend the bidder's conference, please register your interest and bio data by 12 May 2017, at the address below:

douglas.wiles@nspa.nato.int

NSPA reserves the right not to accept registrations after this date.

75. You are also requested to provide the following bio data of the participant(s) (max 2 persons per Bidder) in your response by 12 May 2017:

	Participant 1	Participant 2 (if applicable)
Name, and forenames:	<input type="text"/>	<input type="text"/>
Telephone no:	<input type="text"/>	<input type="text"/>
Email address:	<input type="text"/>	<input type="text"/>
Nationality:	<input type="text"/>	<input type="text"/>
Place and date of birth:	<input type="text"/>	<input type="text"/>
Passport / ID card no.:	<input type="text"/>	<input type="text"/>

Clarification Questions

76. NSPA will take clarification questions up to 5 days before and 5 days after the date of the Bidder's Conference.
77. You should submit clarification questions to the address below:

douglas.wiles@nspa.nato.int

Note: All clarification questions should be clearly marked as such in the subject line of the e-mail.

78. You may wish to be aware that the clarification questions and answers will be distributed to all bidders and uploaded on the NSPA website.

Annex A: Guidance for Preparation of Proposals

NSPA has prepared this guidance for the purpose of providing a standard format by which Bidders must submit their separate Technical Proposal (Part A) and Commercial Proposal (Part B).

Bidders are requested to maintain the sequence and index their Proposal to enable rapid analysis by NSPA.

Bidders are required to submit an Electronic Copy (x 1) and Hard Copy (x1) of each of the Technical and Commercial Proposals.

Part A: Technical Proposal

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.

Part B: Commercial Proposal

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

It shall include all pricing information and include a clear statement that the Bidder complies with the Bidder Instructions and the Terms and Conditions of the Contract.

Annex A - Part A: Instructions for the Technical Proposal

Voluminous pre-printed brochures are not desired.

All tenders should be technically detailed as possible, describing the proposed assets' capabilities, performance, prior testing and delivery conditions. All extra optional equipment deemed to be of added value should be fully detailed.

The technical documents submitted supporting the bidder's proposal shall include hardcopy catalogues and digital (electronic format) documents concerning all offered equipment.

Lead time, project/milestone plan shall be specified weeks.

The technical proposal and supporting documentation shall be in English language, structured and numerated providing the requested (bullet point) information as follows:

TAB 1: Bidders proposed vehicle for VTLB candidature

- As previously stated, no prototype vehicles will be considered in the procurement procedure. Therefore, only serialized type vehicles shall be proposed. The bidder shall provide a list of users of this specific vehicle and the variants in service in the proposal.
- Confirmation of vehicle (bidders candidate) Manufacturer
 - o Manufacturers Official Name of bidders offered VTLB candidate vehicle
 - o Manufacturers CAGE Code of bidders offered VTLB candidate vehicle
 - o Origin of (manufacturing & Assembly place), of bidders offered VTLB candidate vehicle
 - o Production year (planned or actual), of bidders offered VTLB candidate vehicle

TAB 2: Technical Characteristics and Requirements of Vehicle & Equipment

- In SOW document the bidder will find the required vehicle and variants technical specification and supporting information. In this document are Compliance tables 1-17. The bidder's proposal shall under this tab have all 17 tables updated by him (Columns E & F) and are to be used as template/index for cross-referencing the supporting information in the Bidders technical proposal and its compliance with this requirement. The bidder shall provide data per each itemized line, demonstrating compliance with SOW technical specification. Any statement not supported by written evidence / material proof / certificates / certified test results or any itemized line not addressed shall result in the proposal being considered Non- Compliant.
- Warranty plan per Table 14
- All tenders should be as technically detailed and exhaustive as possible.
- The bidder shall supply in his offer all the required technical drawings of the layout of the fully equipped vehicle to prove the requirements detailed in the SOW.

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- There are only essential (mandatory) requirements and desirable (non-mandatory). Selection for technical compliance will only be made on the basis of the essential (mandatory) requirements.
 - The technical proposal of the winning bidder shall be referenced as a contractually binding document to the eventual contract schedule for contract award.

TAB 4: Project Plan

- The bidder shall present with his tender a Milestone Plan, starting with T0, covering Review, Verification and Acceptance adapted to the extent of the present procurement. This plan shall cover design reviews, time scheduling, production, trials, delivery acceptance, documentation, training and responsibilities of the involved parties.
- The Milestone plan of the winning bidder shall be incorporated as a contractually binding document to the eventual contract schedule for contract award. It is also the schedule against which Liquidated Damages will be applied.
- Only Project plans that dovetail production year requirements, harmonizing annual delivery requirements that result in project completion by 2020 are considered technically acceptable.

TAB 5: Outline Quality Plan and AQAP Approval

- The bidder shall submit a Quality Plan for the equipment appearing in the final version(s) of bid(s), on the date of submission.
- The bidder should provide a copy of his latest revision of the quality plan in his response to this RFP.
- The manufacturer must be certified in accordance with the ISO 9001:2008 standard, which covers design, development and production activities, or according to military standards AQAP 2110
- NSPA and its customer reserves the right to exercise control over quality through entities appointed for this purpose, under STANAG 4107 or another protocol established for this purpose.

TAB 6: Draft Acceptance protocols – Factory Acceptance and Final Customer Acceptance

Bidder shall submit his document proposals for acceptance/milestone protocols to be used for inspection of vehicles when presented for factory acceptance and final acceptance by customer in PRT. These shall be reviewed and the successful bidders proposal will be reviewed and a final document package shall be mutually agreed.

TAB 7: Past / Current Experience and Capability Activities

- A short description of the bidders past and present experience in providing similar services, and projects.

- The number of previous clients and the amount of units sold over the last years will be taken into account. Therefore, the prime contractor should provide these figures.

- Details of the bidders planning & capability for providing

TAB 8: Production Facility

- Ownership
- Location
- Accessibility
- Description of Facility with Site Plan

TAB 9: Organization

- General description of companies' organizational structure
- Specific description of organizational structure to be used for this project, with names and qualification of key personnel, including but not necessarily limited to Project Manager and Senior technical Staff, sufficient to indicate the offers ability to adequately meet the requirement timelines and complexity.

TAB 10: Sub-contracts

- Amounts and type of work to be sub-contracted (if any).
- Provide names, addresses of sub-contractors and Quality Assurance standards with the reason why subcontracts are necessary and their value as a percentage of the total contract bid.

TAB 11: Configuration Management

The bidders' proposal for Configuration Management shall incorporate and address the following requirements

- All relevant data and documentation related with configuration management shall be presented with the proposal.
- The configuration management system adopted by the contractor should follow the principles established in the ISO 10007 standard – "Quality Management – Guidelines for Configuration Management", or in the ACMP – 01 standard "NATO Requirements for the Preparation of Configuration Management Plans".
- The contractor should develop a configuration management system to ensure that all functional and physical aspects of 4X4 LTLB materials are described in designs, specifications and related documentation. The term "material", employed in a broad sense, includes systems, sub-systems, equipments, assemblies, basic parts, spare parts and tools. It also includes associated technical documentation and logic computer support.

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- In all of the vehicles to be acquired, each of the 4X4 VTLB configurations must have the same characteristics and technical solutions, and must incorporate the same types of components.
 - Configuration management must allow the follow-up of redesigns and technical data content resulting from subsequent alterations to be ensured.
 - The supplier must inform the contracting authority of any alterations to the equipment during its entire useful life.

TAB 12: Post –Sales Technical Support

The bidder's proposal for Post Sales Technical support shall incorporate and address the following requirements:

- The tender must detail the existence of manufacturer's representatives in Portugal and abroad and their level of support in technical assistance for maintenance tasks.
- The tender must detail an exhaustive program for assistance warranty time and after time, programmed maintenance (inspections or revisions), referring man power costs and supplies.
- Way ahead in case of possible non conformities that could happen during warranty phase.
- Technical support, whenever personnel in order to extend maintenance operations.

TAB 13: Post –Sales Maintenance Support

The bidder's proposal for Post Sales Maintenance Support shall incorporate and address the following requirements

- The tender shall include the logistics support requirements, namely the schedule of maintenance tasks, required time to perform them, required test tools, spares, workshop facilities and personnel training.
- All products needed for the vehicle's maintenance shall be clearly specified, including storage conditions (if applicable).
- The tender shall specify any special storage or operating requirements.
- For a standard use (envisaged number of working hours (900 hours) during the minimum warranty of 3 years, or 45,000 km for normal use of the vehicle (60% on road and 40% in all-terrain).

TAB 14: Financial Proposal

The bidder must provide his financial proposal in accordance with the List of Items and Statement of Work.

Important: No pricing information should be included with the Technical Proposal.

Annex A - Part B: Instructions for the Commercial Proposal

Please indicate your best prices in the attached document entitled List of Items.

The List of Items is divided into Mandatory Deliverables (marked in Green on the List of Items) and Optional Deliverables (marked in Yellow on the List of Items) and further detailed in the Statement of Work.

Please note that:

- The financial evaluation will be based on the Mandatory Deliverables only
- The Optional Deliverables are desirable only and may be ordered on Purchase Order issuance and will not form part of the financial/technical evaluation.

It is mandatory that the bidders offer a pricing schedule, which is valid until 21 December 2017, by completing the List of Items with their proposal. This has been provided in Excel format. Those cells that bidders need to complete have been left unlocked so that pricing information can be inserted.

The bidder shall warrant that his price proposal covers all costs associated with the delivery of his technical proposal.

The bidder shall also submit a clear statement that he is compliant with the Terms and Conditions of the draft Contract.

The bidder shall also submit a clear statement that he is compliant with the Terms and Conditions of the bidder instructions, including that he can meet the delivery and acceptance of all 167 vehicles by 31 December 2020.

Bidders shall also return their priced List of Items in PDF and Excel format within their electronic version of their proposal.

Annex B – Summary of Mandatory Deliverables and Optional Deliverables

See attached document:

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