



Acquisition

NATO Communications and Information Agency

7010 SHAPE, Belgium

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NCIA/ACQ/2018/0842

12 January 2018

Notification of Intent

**SHAPE Audio/Video, Video Teleconference, Interpretation &
Conference Room
Equipment and Public Address System Support**

IFB-NCIA-MONS-18-01

Estimated Value: € 45,000 annually

Period of performance: base period + 4 times 1 year option

The NCI Agency is the provider of NATO-wide IT services and state-of-the-art C4ISR capabilities including cyber and missile defence. In strengthening the Alliance, the Agency applies industry best practices and provides a full life-cycle approach: from analysis and concept development, through experimentation and capability development, to operations and maintenance for both missions and exercises.

The Agency has a requirement for the SHAPE Audio/Video, Video Teleconference, Interpretation & Conference Room Equipment and Public Address System Support. The formal IFB is planned to be issued in February 2018 with a Bid Closing Date end of April 2018 and Contract Award June 2018.

Principal Contracting Officer:

E-mail: alain.courtois@ncia.nato.int

Contracting Officer:

E-mail: yseult.godimus@ncia.nato.int



NATO Communications
and Information Agency
Agence OTAN d'information
et de communication

Avenue du Bourget 140
1140 Brussels, Belgium

www.ncia.nato.int

To: Distribution List

Subject: Notification of Intent to Invite Bids for International Competitive Bidding

SHAPE Audio/Video, Video Teleconference, Interpretation & Conference Room Equipment and Public Address System Support

IFB-NCIA-MONS-18-01

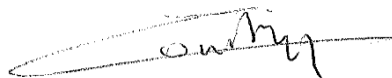
1. Notice is hereby given of the intent of the NCI Agency, to issue an Invitation for Bid in relation to the provision of SHAPE Audio/Video, Video Teleconference, Interpretation & Conference Room Equipment and Public Address System Support
2. A summary of the requirements of this Invitation for Bid (IFB) is set forth in Annex A, attached to this letter.
3. The reference for the Invitation for Bid is IFB-NCIA-MONS-18-01, and all correspondence concerning this IFB should reference this number.
4. The estimated annual cost for the services and deliverables included within the basic scope of the intended contract is EUR 45,000.
5. NCI Agency will use International Competitive Bidding (ICB) Procedure for this procurement with a source selection process of lowest price technically compliant governed by NATO Financial Rules and Procedures.
6. It is planned to place a single contract for the entire scope of work. No partial bidding will be allowed.
7. The formal IFB is planned to be issued in February 2018 with a Bid Closing Date end of April 2018 and Contract Award June 2018.
8. Bidders are advised that there will be a tentative bid validity of 6 months from the closing date for receipt of bids. Should the selection and award procedure extend beyond 6 months after the Bid Closing Date, 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 responsible authorities are kindly requested that the NCI Agency be provided with Declarations of Eligibility, not later than 07th of February 2018 of qualified and certified firms which are interested in bidding for this project. In addition to the certifications of the firm's security clearance required under this NOI, the Declarations of Eligibility shall include the following information for each of the nominated firms: name of the firm, telephone number, fax number, e-mail address and point of contact. This information is critical to enable prompt and accurate communication with prospective Bidders and should be sent to the following address:

NCI Agency
Building 302 Annex Room 110
7010 SHAPE, Belgium
Attention:
Contracting Officer
E-mail: yseult.godimus@ncia.nato.int

10. It is emphasised that requests for participation in this competition received directly from individual firms cannot be considered.
11. Any inquiries with regards to this notification should be made directly to the Contracting Officer, at email yseult.godimus@ncia.nato.int
12. Your assistance in this procurement is greatly appreciated.

Behalf of Director Acquisition:



Alain COURTOIS
Principal Contracting Officer

Attachment:

Annex A- Summary of the Requirements

NATO Delegations

Each delegation (BC advisers) 1

Distribution for information

NATO HQ

NATO Office of Resources

Management and Implementation Branch

Attn: Deputy Branch Chief 1

Director, NATO HQ C3 Staff

Attn: Executive Co-ordinator 1

SACTREPEUR

Attn: Infrastructure Assistant 1

BUDGET COMMITTEE

Attn: BC Chairman 1

Strategic Commands

SACT Attn: ACOS C4ISR 1

ACO Attn: SPT CIS Director 1

ACO Attn: Financial Controller 1

JFCBS Brunssum J 8 1

NCI Agency

DACQ (P. Scaruppe) 1

Legal Adviser (S. Rocchi) 1

ACQ PCO (A. Courtois) 1

ACQ CO (Y. Godimus) 1

Project Manager (D. Carson) 1

Financial Controller (A.-M. Pick) 1

Executive Management/ NLO (X. Desfougeres- E. Santos) 1

Administrator Contracts Award Board (M.-L. Le Bourlot) 1

Registry 1

NCI Agency – All NATEXs

ANNEX A – SUMMARY OF REQUIREMENTS

1. Scope

1. The purpose is to provide corrective and preventative maintenance for Audio/Video (A/V), Video Teleconference (VTC), Interpretation and Conference Room Equipment and the Public Address (PA) System installed at Supreme Allied Headquarters Europe (SHAPE), Belgium. There is a requirement to have all conference room specific equipment maintained and repaired to ensure a high level of operational availability and capability. Furthermore, there are obvious safety and health requirements for operational Public Address systems within the SHAPE Command Centre work areas.
2. Support Services to be Provided
 - Help Desk
 - On Site Support
 - Corrective Maintenance
 - Preventative Maintenance
 - Interventions

2. Type of contract

The Contract will be a firm fixed price contract.

3. Period of Performance

The Contractor performance period will be starting from day of Contract Award until 31 December 2018, followed by four optional years as specified in the Schedule of Supplies and Services (SSS).