

PART I

BIDDING INSTRUCTIONS

1. GENERAL

The objective of this competitive bidding is to establish a contract in accordance with the former NCSA Procurement Directive AD 60-70 dated 10 March 2009.

None of the company owner or representatives participating in this bidding procedure will have contacts or interests in any other company participating in the same bid.

1.1. Scope of the works

The purpose of this Invitation For Bidding (IFIB) is to award a firm fixed-price contract for the management of **MAINTENANCE SERVICES OF PREMISES AND TECHNOLOGICAL PLANT AT NCISS LATINA** to the lowest priced technically compliant bidder(s).

As mentioned in Part II A (NCI Agency special Provisions) of this IFIB, the Contractor shall furnish the necessary manpower, management, and supervision to provide the referenced services in accordance with the provisions of the attached Statement of Work (SOW, Part III).

As mentioned in Part IIA, the Contractor will be obliged, under penalty of forfeiting the contract, to follow all the provision of the Italian law for the protection of labour and the conditions of collective work contracts applicable to the performances of the contract in subject. Contractor will have acknowledge that a copy of the Contract will be provided to the concerning public Labour Offices

1.2. Contract duration

The contract is established for the period of ONE YEAR, starting 01.01.2013 with the possibility of up to FOUR (4) one-year extension options to be executed at the solely discretion of NCISS Latina, in accordance with Part II A of this IFIB.

1.3. Estimated contract value and manpower

The basic estimated monthly cost for this service is established in **€ 38.000,00** monthly and the service shall be executed in accordance with all provisions and frequencies of the Statement of Work – Part III of this IFIB.

1.4. PARTIAL BIDDING AND PARTIAL AWARD ARE NOT ADMITTED.

1.5. Contractor obligations

As mentioned in Part II A (NCI Agency special Provisions) of this IFIB, Bidders acknowledge all services already executed and current level of manpower currently employed in the provision of the service subject of the contract. They will be obligated to evaluate the situation at the moment of takeover/handover with current contractor (“passaggio di cantiere”), in accordance with host nations laws, regulations and with the national labour contract (Contratto Nazionale di Lavoro di categoria), standing the right of freedom of enterprise.

Price offered by bidders shall be intended fully comprehensive (“onnicomprensivo”), meaning that it includes all necessary for the perfect execution of all obligation of the contract and the statement of work. The contract obligation of the contractor since the moment of contract stipulation is intended as a commitment of results (“vincolo di risultato”). In the offer, the contractor shall take into account and include all costs, direct and indirect, specifying that NCI A is exempt from any responsibility and claim for any whatever reason.

The service shall be executed also in case of strike of personnel against its employer; in case such type of strike occurs and the company does not fulfil its requirement for the day/days of strike, NCI A

will apply a penalty in the maximum amount of 10% of the monthly amount of the service. Such obligations does not include national or regional strike organized by National Official Labour organization.

If the contract award and stipulation will not be completed by 31.12.2012, contract will be valid from the moment of signature by both parties until 31.12.2013, taking into account the period of time necessary for the implementation of the new contractor and the fulfilment of all obligations established by Host Nations laws and regulations for the employees currently executing the service subject of this IFIB.

1.6. Sub-contracts

As mentioned in Part II A (NCI Agency special Provisions) of this IFIB, Sub-contract of the entire or part of the works is subject to the written approval of NCISS. The Contractor shall be responsible for the execution of all terms of this Contract delegate, transfer or assign its rights or obligations under the Contract without the prior permission of the Contracting Officer. The Contractor shall consequently apply for Contracting Officer approval prior to subcontracting any part of the work. Such approval, and subsequent performance, is subject to the Clause titled "EMPLOYEES" herein. Even if a sub-contract is placed, the Contractor shall be solely responsible for all services and obligations performed by its subcontractors under this Contract.

1.7. Joint-ventures ("Associazioni temporanee d'impresa") and "clustering" ("Avvalimento")

As mentioned in Para 11 below, Joint-Ventures are allowed to participate if, before the presentation of the offer, subjects which participate in the joint-venture have given special mandate ("mandato collettivo speciale con rappresentanza a uno di essi") or that commit themselves for the creation of the joint-venture after the award notification and prior to the contract stipulation, according to host nation laws and regulations.

It is forbidden:

The participation at the bid both as individual company and as member of one or more joint ventures

The participation in two or more joint ventures that participate at the bid.

In the two cases above all the offer presented and all the participants at the joint ventures will be discarded by the participation at the bid.

It is forbidden the participation at the bid of the "consortium" ("consorzi") as of art. 34-1c-lett.b) and c) of D.Lgs. 163/2006 and of the companies on behalf of which the consortium intends to participate.

In case of presentation of the offer as joint-venture all the documents requested in the paragraph 11.2.c shall be presented for all the members of the joint-ventures.

The principle of "clustering" ("avvalimento") is allowed with the limitation of host nation regulations. In case of "clustering" bidders shall add to the technical proposal the following documents:

1. Self-declaration signed by the legal representative, indicating what requirements will be demonstrated by the use of auxiliary company;
2. Self-declaration signed by the legal representative of the auxiliary company declaring to be in possess of all requirement requested by the main company;
3. Self-declaration signed by the legal representative of the auxiliary company in which he declares to made available for all contract duration all necessary resources for the fulfilment of the requirement that the main company misses;
4. Self-declaration signed by the legal representative of the auxiliary company in which he declares that such auxiliary company does not participate at the bid by itself or in a joint-venture with other companies or in any other form and modality and it is not in a situation of control (as of art. 34 D.Lgs 163/2006) with one or more companies participating at the bid;
5. Certified copy of the contract demonstrating the obligations of the auxiliary company to provide requisites and to made available all necessary resources, for all the duration of the contract or, in case of "clustering" with a company member of the same group, self-declaration demonstrating the legal and financial/economic relationship existing within the group.

Main and Auxiliary company are both responsible towards NCI A for the respect of all contract obligations. In case of "clustering" ("avvalimento"):

- The use of the same auxiliary company by two or more bidders is not admitted. In this case all bidders using the same auxiliary company shall be excluded from the bid;
- Auxiliary company cannot participate at the bid itself or in joint venture or in any other form. In this case both auxiliary company and main company shall be excluded from the bid.

2. AMENDMENT OR CANCELLATION OF IFIB

NCI Agency reserves the right to cancel, at any time, this IFIB partially or in its entirety, without any liability for any reason. No legal liability on the part of NCI Agency for payment of any sort shall arise and in no event will a cause of action lie with any Bidder for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All efforts initiated or undertaken by the Bidder shall be done considering and accepting this fact. If this IFIB is cancelled prior to the bid opening, the bids already received will be returned unopened to the senders upon their request.

3. EXTENSION OF BID CLOSING DATE

Any Bidder may request directly to the NCI Agency Contracting Officer an extension of the bid closing date. However, the written request must reach the Contracting Officer not later than 5 calendar days prior to the bid closing date and must include a compelling justification for the request. The NCI Agency Contracting Officer may, at his sole discretion, grant an extension of the bid closing date.

4. PRICE FORMAT AND QUOTATION

The Price Proposal shall be made in accordance with the attached format (**Enclosure 1 to Part I**). The basic breakdown on this format is not strictly limited and bidders may expand on these by adding such sub-items as deemed necessary. However, the basic presentation and numbering system cannot change.

5. PRICING BASIS AND PRICE REVISION CLAUSE

5.1 Prices:

All prices shall be firm fixed prices with a validity as indicated by the bidder, but shall not be less than **90 days** after the bid closing date for this IFIB. The NCI AGENCY Contracting Officer reserves the right to request an extension of validity if a decision cannot be made within this time. Bidders will be entitled to either grant or deny this extension of validity.

5.3 Price revision:

There will be no price revision applied during contract period to include options.

6. CURRENCY

All Bidders shall provide a quote in EURO. Consequently, the contract will be expressed in EURO. Bidders are also advised that all payments will be made in EURO.

7. EXEMPTION FROM TAXES

In accordance with applicable international agreements¹, the provision of services or supplies under the contract will be exempt from taxes and duties.

Where, notwithstanding, these are imposed by national regulations, bidders shall enclose the list and the amounts of taxes and duties, which have been included in their bid, with a justification.

8. ORIGIN AND AVAILABILITY OF EQUIPMENT/SERVICES

8.1 ORIGIN OF EQUIPMENT/SERVICES:

Only bids from companies (including possible sub-contractors) based on human resources originating from and equipment and material manufactured or assembled in one of the following 28 NATO member countries, which participate in the funding of this requirement, will initially be taken into consideration for evaluation. The eligible countries are:

	Albania		Latvia
	Belgium		Lithuania
	Bulgaria		Luxembourg
	Canada		Netherlands
	Croatia		Norway
	Czech Rep		Poland
	Denmark		Portugal
	Estonia		Romania
	France		Slovakia
	Germany		Slovenia
	Greece		Spain
	Hungary		Turkey
	Iceland		United Kingdom
	Italy		United States

¹ Most notably the 1952 Protocol on the Status of International Military Headquarters Set Up Pursuant to the North Atlantic Treaty (Paris Protocol), a protocol to the 1952 Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces (NATO SOFA) and the Ottawa convention of 1951,

8.2 AVAILABILITY OF EQUIPMENT/SERVICES

The bidder must agree that, in case of a contract as a result of this IFB, the Contractor and any subcontractors will maintain and furnish a source of an adequate supply of Equipment/services, for a minimum period of five (5) years from the contract execution date.

8.3 CERTIFICATE

A certificate of origin and availability of Equipment/Services must be completed and forwarded as part of the bid (**Enclosure 2 to Part I**).

All 28 NATO member countries are eligible to submit a bid. The same applies to services that shall also be provided out of a NATO member country. All offered supplies shall be new and in the latest available version during the validity duration of the bid. Any exceptions to this provision must be specifically identified in the bid.

9. COMPLIANCE STATEMENTS

Bidder's proposal must be based on a full compliance with the terms, conditions and requirements of the IFB and its future clarifications and/or amendments. The bidder may Bid variations in specific implementation and functional details, provided that stated functional and performance requirements of the IFB are fully satisfied.

Each bidder shall include in his bid a compliance statement in accordance with **Enclosure 3 and Enclosure 4 to Part I**.

In addition to the compliance sheets the bidders must clearly describe what is being Bided and how the requirements are met.

Failure to submit a completed compliance statement may result in disqualification of the bid.

In case of conflict between the compliance statement and the detailed evidence or explanations/comments furnished, the detailed evidence or explanations/comments shall take precedence for the actual determination of compliance.

10. NATO SECURITY CLEARANCE (BIDDERS AND PERSONNEL)

The prospective contract is a NATO UNCLASSIFIED document. At the time of this bidding procedure it is not expected that the contract will make references to classified documents for which access and/or retention are subject to NATO security rules and procedures. Should this situation change during the execution, the security provisions at Part II Section B Para 47 b (supplies and services contracts) should fully apply.

11. CONTENTS OF BIDS

The offer shall be submitted in **ONE SEALED BID PACKAGE** as described below in accordance with Para 12.2 below.

The bid shall be subdivided into two separate parts (2 sealed envelopes – see below):

First sealed envelope: the FINANCIAL PROPOSAL

Second sealed envelope: The ADMINISTRATIVE DOCUMENTATION AND TECHNICAL PROPOSAL

11.1 Financial Proposal

First sealed envelope: The FINANCIAL PROPOSAL
Submitted in one (1) original and one (1) copy

*The **Financial Proposal** must include the following as a minimum:*

(1) The Bidder's name, address, point of contact, and numbers for telephone, facsimile, e-mail and Internet site.

(2) Financial proposal in the Price Format, of which a sample is at **Enclosure 1A and 1B to Part I** shall contain the following **two** documents:

- Price Proposal
- Cost analysis

a) **Price proposal** shall be presented in accordance with **Enclosure 1A to Part I** and shall include the following as a minimum:

The **unique percentage discount** for the overall inclusive monthly amount of **€ 38.000,00** for the provision of the service in accordance with all terms and conditions of the contract, statement of work and bidding instructions.

The discount shall be unique and contain maximum two digital figures.

Price proposals shall not contain cancellations, corrections, reserve, conditions, otherwise they will be discarded.

It shall be signed by the owner legal representative from the company with full extended signature and a photocopy of a valid document (i.d. card, passport) shall be attached

b) **Cost analysis** shall contain in a full and comprehensive manner all cost factors that have determined the price offered by the bidder, in consideration of all requirement of the SOW, specifying in detail:

- a. Cost of manpower, in accordance with the number of employees, salary elements, social and security contributions, taxes, etc.;
- b. Health and safety costs (art. 87 D.Lgs 163/2006);
- c. Material and consumable products costs;
- d. Machinery costs;
- e. General administrative costs;
- f. Supervisory cost
- g. Company profit;
- h. Any other cost factor that concurs to determine the offer.

In this regard, cost analysis shall indicate the number of employees that the company intends to employ in the contract, with the specifications of relevant professional qualifications (including labour contract level), the estimated number of monthly working hours and the hourly cost of manpower in accordance with the official labour contract, valid at the moment of the presentation of the offer.

In NO case NCI Agency will admit offer that contain a discount that makes the net monthly amount inferior to the cost of manpower.

As well, in NO case NCI Agency will admit cost analysis in which manpower cost are inferior to official labour costs. Any eventual special condition that bidders intend to indicate to justify the cost through some special favourable conditions in terms of tax, contributions, etc, shall not be accepted by NCI A. Such justifications will not even be considered in the phase of fairness and reasonableness analysis of the price proposal.

The cost analysis shall be presented both in descriptive manner and with detailed financial demonstration that can be presented in the form of **Enclosure 1B to Part I**.

11.2 ADMINISTRATIVE DOCUMENTATION AND TECHNICAL PROPOSAL

Second sealed envelope: The ADMINISTRATIVE DOCUMENTATION AND TECHNICAL PROPOSAL

Submitted in one (1) original and one (1) copy

11.2.1 The **ADMINISTRATIVE DOCUMENTATION** must include the following as a minimum:

NOTE: the following information shall also be included for all subcontractors - if any - proposed for the performance of tasks. Failure to do so could imply disqualification of the bid.

ADMINISTRATIVE DOCUMENTATION 1/2

- a) Documentation related to the **bid signature(s)** (*Evidences that the signatory is legally allowed to sign the bid and commit the company, such as: delegation from the company's director to the signatory*)
- b) The **organisational structure and capacity of the company** including but not limited to: history of the company, number of employees, structure, core business, etc. with the documentary demonstration that the company fulfils all the requirements of the Statement of Work
- c) The demonstration that in the **last three years** the company has an annual GLOBAL turnover not inferior to 200% of the estimated gross amount of the contract;
- d) A listing of **at least three** recent similar service; the contract shall be carried out in the last 5 years and shall be similar in terms of value, duration and subject of the contract; the list shall include:
 1. Number of the contract
 2. Annual and total value
 3. Name and phone/fax/email, address of company and/or establishment with whom the Bidder had the contract
 4. Period of contract performance
 5. Any other information useful to qualify the past performance of each contract.
- e) Certificate of the competent **Chamber of Commerce**, not older than 6 months from bid suspense date in which following information will be present:
 1. The commercial activity carried out by the contractor, which must be coherent with the subject of present bid. If the activity indicated in the certificate is not equivalent to the subject of the bid, the contractor may be declared technically not compliant.
 2. The individuals with power of administration and legal representation of the company (that are legally authorized to commit the company, to receive payment in name and on behalf of the company)
 3. The evidence that in the last 5 years the company did not incur in bankrupt, or other similar circumstances;
 4. The evidence that the company is compliant with art. 2 D.P.R. 252/1998 and art. 10 L. 75/1965 ("Antimafia")
- f) For Italian companies: The evidence that the company is compliant with art. 2 D.P.R. 252/1998 and art. 10 L. 75/1965 ("**Antimafia**")
Certificate must be original or "Copia Conforme". Non-certified copies or "visure camerale" shall not be accepted

ADMINISTRATIVE DOCUMENTATION 2/2

- g) The Certificates of Origin and Availability of Equipment/Services (**Enclosure 2 to Part I**).
- h) The Compliance Statement for Part II A and B – NCI Agency (former NCSA) Special and General Provisions (**Enclosure 3 to Part I**).
- i) **For Italian companies:** DURC Certificate, not older than 30 days from the date of the presentation of the offer; the DURC shall demonstrate that the company fulfils all obligation deriving from payment of social contributions. DURC shall be original or certified copy. Self-declaration by the owner-legal representative **does not** replace the DURC.
- j) Copy of the certification that the company is in compliance with the **standard ISO 9001 : 2008** for the provision of janitorial services;
- k) **For Italian companies:** Self-declaration – **Enclosure 5 to Part I** – filled and signed by the Owner/Legal Representative of the company;
- l) Self-declaration – **Enclosure 6 to Part I** – filled and signed by the Owner/Legal Representative of the company
- m) Bidders' Conference Participation Certificate (**Enclosure 8 to Part I**) filled and signed by NCI Agency – Office of Latina Contracting Officer;
- n) **In case of Joint-ventures (“Associazioni temporanee d’impresa”) and/or “clustering” (“Avvalimento”):**

Joint-Ventures are allowed to participate if, before the presentation of the offer, subjects which participate in the joint-venture have given special mandate (“mandato collettivo speciale con rappresentanza a uno di essi”) or that commit themselves for the creation of the joint-venture after the award notification and prior to the contract stipulation, according to host nation laws and regulations. **The documentation demonstrating the special mandate or commitment shall be enclosed in the Administrative documentation package**

It is forbidden:

- a) The participation at the bid both as individual company and as member of one or more joint ventures
- b) The participation in two or more joint ventures that participate at the bid.

In the two cases above all the offer presented and all the participants at the joint ventures will be discarded by the participation at the bid.

It is forbidden the participation at the bid of the “consortium” (“consorzi”) as of art. 34-1c-lett.b) and c) of D.Lgs. 163/2006 and of the companies on behalf of which the consortium intends to participate.

In case of presentation of the offer as joint-venture all the documents requested in the paragraph 11.2.1 shall be presented for all the members of the joint-ventures.

- o) The principle of “clustering” (“avvalimento”) is allowed with the limitation of host nation regulations. In case of “clustering” bidders shall add to the technical proposal the following documents:
 1. Self-declaration signed by the legal representative, indicating what requirements will be demonstrated by the use of auxiliary company;
 2. Self-declaration signed by the legal representative of the auxiliary company declaring to be in possess of all requirement requested by the main company;
 3. Self-declaration signed by the legal representative of the auxiliary company in which he declares to made available for all contract duration all necessary resources for the fulfilment of the requirement that the main company misses;
 4. Self-declaration signed by the legal representative of the auxiliary company in which he declares that such auxiliary company does not participate at the bid by itself or in a joint-venture with other companies or in any other form and modality and it is not in a situation of control (as of art. 34 D.Lgs 163/2006) with one or more companies participating at the bid;
 5. Certified copy of the contract demonstrating the obligations of the auxiliary company to provide requisites and to made available all necessary resources, for all the duration of the contract or, in case of “clustering” with a company member of the same group, self-declaration demonstrating the legal and financial/economic relationship existing within the group.
- p) In case of clustering (“avvalimento”):

Main and Auxiliary Companies are both responsible towards NCI A for the respect of all contract obligations.

The use of the same auxiliary company by two or more bidders is not admitted. In this case all bidders using the same auxiliary company shall be excluded from the bid;

Auxiliary company cannot participate at the bid itself or in joint venture or in any other form. In this case both auxiliary company and main company shall be excluded from the bid.

11.2.2 The **TECHNICAL PROPOSAL** must include the following as a minimum:

The contractor must demonstrate compliance with regard to all requirements specified in the Statement of Works for the provision of the services indicated in the Statement of Works and in the list of items/price list annexed to the SOW which form part integral of the bid and that will form integral part of the offer. This will further be used for bid evaluation purposes as defined in Paragraph 15 below.

TECHNICAL PROPOSAL

- a) **The service management plan**: such plan shall thoroughly describe how the company intends to fulfil Statement of Work obligations: For the Bid Submission the prospective contractor shall prepare and submit a comprehensive and full analysis of how he intends to execute this complex task. Enough details shall be included so as to fully explain how the eventual contractor will organize and schedule the different executions. The dissertation shall clearly describe the entire process so that the bid evaluators can get a clear picture of the bidder understanding and grasp of the contract implementation. Number of employees and corresponding number of working hours shall not be inferior to the ones indicated in the cost analysis plan. The plan shall also identify the plan for the respect of current employee rights in accordance with host nations regulations. The submission of this plan with the bid is mandatory, and the lack of it will cause bid disqualification.
- b) **The commercial activity carried out by the contractor**, which must be coherent with the subject of present bid. If the activity indicated in the certificate is not equivalent to the subject of the bid, the contractor may be declared technically not compliant
- c) The **Compliance Statement with the SOW - (Enclosure 4 to Part I)**
- d) **Quality assurance surveillance plan**: shall be presented in accordance with terms of UNI EN ISO 9000 and shall demonstrate how the contractor intends to fulfil all quality and health and safety requirements in accordance with ISO 9000 standards for maintenance of technological plant services.
- e) The **list of employees that the contractor intends to use** in the execution of the contract with the following minimum information per each individual:
 - a. Training qualification
 - b. Working experience and expertise
 - c. Certification (i.e. electrical expert)

11.2.3 The following **ADDITIONAL INFORMATION** should be included with the Administrative Documentation and Technical Proposal:

ADDITIONAL INFORMATION

- a) Enclosure 10 to part I **DUNS number** to be included in the Administrative Documentation and Technical Proposal.
- b) One (1) CD-ROM for Price proposal Documentation containing an electronic copy of all the documentation listed above.
- c) One (1) CD-ROM for Administrative Documentation and Technical Proposal containing an electronic copy of all the documentation listed below
- d) A cross-reference compliance matrix for the Administrative Proposal
- e) A cross-reference compliance matrix for the Technical Proposal
- f) A Table of Contents for the entire bid

12 BID SUBMISSION

Bids will be accepted only from firms that have received solicitation from NCI AGENCY.

12.1 LANGUAGE

Bids shall be submitted in the English language.

12.2 BID MAILING

The two envelopes containing the **Financial Proposal** and the **Administrative/Technical Documentation** will be sealed, clearly identified and marked "**Sealed Bid to IFIB NCIA-SPLAT-12-11**". They will be placed in another (exterior) envelope or box on which will be glued the mailing label found on **Enclosure 9 to Part I**.

DO NOT PUT PRICE INFORMATION IN THE TECHNICAL PROPOSAL AND VICEVERSA

12.3 BID DELIVERY BY COURIER

All Bids shall be in the possession of the Purchaser at the address given on/or before

Friday 30th November 2012 at. 12:00 hrs CET

at which time and date bidding shall be closed.

Bids shall be delivered or mailed to the following address:

**NATO Communications and Information Agency
Service Provision Interim Structure/Dir.Res/BAF/P&C
Bldg 101 - 7010 SHAPE – Belgium
Attn: Francis DURIMEL - Major (OF 3) - FRA A - Contracting Officer
Tel: + 32 (0)65 44 5439 F: + 32 (0)65 44 7892
Email: Francis.DURIMEL@ncia.nato.int**

NCI Agency is located at SHAPE near MONS, in the southwest of Belgium, in the commune of Maisières.

Bids hand-carried to NCI Agency by individuals from bidders or delivered on site by Commercial Courier and parcel-delivery companies must be packed and labelled as indicated in paragraph 12.2 above. Packages are to be handed over to a staff member of the NCI Agency BUDFIN Division.

The time and date the bid is handed over will be recorded on the envelope or package and the delivery agent will be requested to sign the date/time endorsement, signifying agreement as to its accuracy.

To reach NCI Agency at SHAPE: Take exit Nr. 23 on E 19 (Brussels-Paris), follow the "SHAPE" sign on the "Chaussée de Bruxelles". Enter SHAPE compound through the "MAIN GATE" Av. De Berlin. Report to NCI Agency BUDFIN Purchasing and Contracting Branch (SHAPE Tel extensions: 6160, 5439, 2019).

13. LATE BIDS

The bidder must make every effort to ensure that his bid reaches NCI Agency at SHAPE before or on the exact date and time set for the bid closing. Bids received after that time are late bids. Late bids shall only be considered before the contract has been awarded and on condition that their failure to arrive on time is solely the result of:

- a. A delay in the government channels, i.e. governmental courier service or mail for which the bidder was not responsible. However the bid should have been sent not later than five (5) calendar days before the bid closing, by Registered mail or by certified mail, for which an official post office date stamp or the receipt for certification has been obtained; or
- b. Mishandling by NCI Agency or SHAPE personnel upon or after receipt.

Note: Commercial courier or parcel-delivery companies are not considered to be government channels.

Other late bids cannot be considered for award. These bids will be treated as non-responsive and will be returned unopened to the bidder, at its expense.

14. BID WITHDRAWAL

A Bidder may withdraw his bid up to the date and time specified for the bid closing, by written notice to the NCI Agency Contracting Officer. The bid will be returned unopened to the bidder, at his or her expense.

15. BID EVALUATION

15.1 RESPONSIBILITY

The evaluation of bids and the determination as to the responsiveness and technical adequacy of the services offered shall be the responsibility of the NCI Agency Contracting Officer and shall be based on information provided by the bidders. The NCI Agency Contracting Officer will not be responsible for searching, locating or confirming any information, which is not clearly identified and available in the bid.

15.2 EVALUATION PROCESS

The bid will be evaluated taking into consideration the following factors.

- a. Selection criteria: assessment of technical and administrative documents and determination of “administrative compliance” whether the contractor has presented the bid in the form established in this bidding instructions letter and has presented all the documents requested in the Technical proposal. Administrative compliance judgement will be with PASS or FAIL methodology.
- b. Award criteria: to determine the lowest price technically compliant tender, the assessment will be based on the following criteria:
 - b.1. All companies declared administratively compliant will be subject to a judgement of Technical compliancy with bidding, contractual and technical provision/specifications/performance/service (SOW); Technical evaluation results: each company will be declared either technically compliant or not compliant. The technical evaluation will be conducted prior the opening of the envelope containing the price proposal. Price proposal of the companies declared technically not compliant will be returned unopened to the bidder(s);
 - b.2. Price evaluation: award in favour of the lowest price tender technically compliant, including all the options, with early payments excluded. If one or more offers appear abnormally low, CAC (Contract Award Committee) reserves the right to evaluate – at its unquestionable and unchallengeable judgement, if they can be considered fair and reasonable. CAC can request – through NCI Agency Contracting Officer – to the company/ies more detailed clarifications related to the cost analysis presented together with the offer, verifying the respect of minimum salary payments and contributions with respect to the values indicated in the Ministerial official labour costs for the related sector, the evaluation of the methodology of work and relevant cost indicated in the cost analysis; the respect of all obligations deriving from health and safety host nations laws and regulations and other factors that can be evaluated at the unchallengeable evaluation of the CAC.

However, the NCI Agency Contracting Officer may award contracts to another bidder based upon a strong justification (standardisation, operational factors, or similar). In this instance and depending on the contract value, the final approval of the award deviation will be sought from the NCI Agency Financial Controller or from NATO's Military Budget Committee prior to making such an award.

All modifications to the contract will necessary be agreed between NCI Agency Contracting Officer and the Contractor and will have validity only if the Contracting Officer issues a contract modification in writing.

The technical evaluation will be conducted through the scrutiny of the technical proposal on a pass/fail basis. As follow, some **example** of the points that will be used for technical evaluation:

- a. *Does the bidder understand the requirements and are they able to provide support for all of the services required and is this understanding clearly shown on the proposal?*
- b. *Has the bidder submitted the appropriate technical information so that NATO can determine whether Bidder's proposed services, terms, and conditions comply with all the requirements of the IFB?*
- c. *Has the bidder demonstrated that they have sufficient experience (managerial, technical, resources, etc.) in the supply of similar services, to include satisfactory past performance information?*
- d. *Has the bidder enclosed and completed ALL the documents requested in paragraph 11 properly filled, signed and in accordance with paragraph instructions?*
- e. *Has the bidder indicated at least three contracts that they have performed for other customers within the last five years, substantially similar in scope and magnitude to the requirements described in this solicitation?*
- f. *Has the bidder sufficient experience by enclosing all documentation requested in order to demonstrate to be in possess of all the requisites indicated in paragraph 11.2.c(7) – Bidder experience?*
- h. *Has the bidder submitted the Certificate from social security authorities to the effect that the bidder is up to date with the payment of social security contributions?*
- j. *Has the bidder provided a certificate from Chamber of Commerce, Industry, Craft and Agriculture or equivalent, dated not more than 6 months preceding the contract signature, giving the name, surname, place and date of birth of the persons authorized to enter into commitments, collect payments and issue receipts in the name of and on behalf of the company, and certifying that the company is free of any legal limitations on its rights, that is to say that it is not in receivership, or subject to deed of management or bankrupt?*
- k. *Italian Companies: have they filled-in and returned the attached Enclosure 5?*
- l. *Has the bidder demonstrated how he intends to fulfil host nations laws and regulations for the respect of the manpower currently employed in the execution of the service at NCISS with current contractor?*

The above example is just an indication. CAC and NCI Agency Contracting Officer reserve the right to evaluate the both the technical and financial proposal under any aspect which is consistent with subject of the contract, compliancy with technical and bidding requirements, host nation regulations and any other element or circumstance that, in the judgement of CAC and/or Contracting Officer may influence the compliancy of the offer under the administrative and technical standpoint and the acceptance of cost analysis.

16. CLARIFICATION OF BIDS

During the entire bid evaluation process, the NCI Agency Contracting Officer reserves the right to discuss any bid with the Bidders in order to clarify what is being offered and to resolve any potential areas of non-compliance. However, no change to the content of the bid, including technical, financial and delivery schedule, shall be permitted.

17. AWARD

A NCI Agency Contract Award Committee (CAC) will award the contract to the technically compliant bidder who has offered the **highest percentage discount** from the **estimated monthly amount of € 38.000,00, with the method of paragraph 15 with regard to administrative, technical and price proposal compliancy.**

In case of two or more companies present the same percentage discount they will be requested to make **a second offer with a higher discount** and the contract awarded in favour of the best offer (higher discount).

Award will be made also with only one valid offer received.

18. COMMUNICATION

All communication related to this IFIB, between a prospective Bidder and NCI Agency shall only be through the NCI Agency Contracting Officer or designee. There shall be no contact with other NCI Agency personnel. Designated NCISS personnel will assist the NCI Agency Contracting Officer in the administration of this IFIB. There shall be no contact with other NCISS personnel.

This is to maintain all Bidders on an equal competitive position. Prospective Bidders should seek clarification as soon as possible. Any explanation desired by a Bidder regarding the meaning or interpretation of this IFB, clauses, specifications, or other requirements must be requested in writing from the Contracting Officer.

The Contracting Officer must receive such requests for clarification not later than **10 calendar days before the bid closing date.** Information given to one prospective Bidder will be furnished to all prospective Bidders, as an amendment to this IFIB, only if such information is necessary to Bidders in submitting bids or if the lack of such information otherwise would be prejudicial to other Bidders. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer.

19. BIDDERS' CONFERENCE AND SITE VISIT

19.1 BIDDERS' CONFERENCE

The bidders' conference for this procurement, will be held at the

NCISS – Strada Chiesuola 78 – 04100 LATINA – Conference Room

On

Tuesday 30th October 2012 – 09.30 hrs CET

The participation at the bidders' conference and site visit is **MANDATORY for the presentation of the offer**. Failure to participate at the bidders' conference/site visit on the above date will determine disqualification of the bidder.

Bidders which want to attend bidders conference shall return to NCISS (fax +39.0773.677098 – email: giovannetti@nciss.nato.int) **Enclosure 7 – Bidders' conference registration form** at least two days before conference takes place.

A maximum of two members per each company shall be allowed.

Tenders attending Bidders' Conference shall request local Contracting Officer to sign Certificate **Enclosure 8 to Part I** that shall be enclosed in the Technical Proposal duly filled and signed as per Paragraph 11.2.1 instructions of Part I.

19.2 SITE VISIT

A site visit will take place during the Bidders' Conference.

19.2.1 LOCATION

NCISS – NATO COMMUNICATIONS AND INFORMATION SYSTEMS SCHOOL

Via Chiesuola, 78 – 04100 LATINA (ITALY)

Tel: +39-0773-677009 - Fax: +39-0773-677098

19.2.2 REGISTRATION

The attendance of the conference and the site visit is restricted to two (2) representatives from each prospective bidder.

The Bidders' Conference and Site Visit will be at NATO Unclassified level

19.2.3 QUESTIONS AND ANSWERS

It would be better that Prospective Bidders submit to the Contracting Officer their questions in writing, by facsimile, not later than two working days before the date of the conference.

Remarks and/or explanations made at the conference and during the site visit shall not qualify/modify the terms of this IFIB unless duly recorded in the formal written minutes

All questions and answers will be formally recorded in the Minutes of the Bidders' Conference

19.2.4 CONFERENCE MINUTES

The Minutes of the Bidders' Conference will be released as a formal supplement to this IFIB so as to constitute a single bidding document.

20. POINTS OF CONTACT

All correspondence shall be forwarded to:

Major (OF 3) Francis DURIMEL (FRA A)
NATO Communications and Information Agency
Service Provision Interim Structure/Dir.Res/BAF/P&C
Acting Principal Contracting Officer
Bldg 101 - 7010 SHAPE - Belgium
T: + 32 (0)65 44 6160 F: + 32 (0)65 44 7892
E: Francis.DURIMEL@ncia.nato.int W: www.ncia.nato.int

Or its duly designated representative:

Lieutenant Colonel (OF4) Sandro Giovannetti
NATO COMMUNICATIONS AND INFORMATION SYSTEMS SCHOOL

Contracting Officer
Telephone: +39-0773-677009
Fax: +39-0773-677098
e-mail: giovannetti@nciss.nato.int

21. Summary of enclosures

- I-1: Financial Proposal format
- I-2: Certificate of Origin and Availability of Equipment/Service
- I-3: Compliance Statement for Part IIA and IIB
- I-4: Compliance Statement for Part III – Statement of Works
- I-5: Self-Declaration 1
- I-6: Self-Declaration 2
- I-7: Registration for Bidders' Conference and Site Visit
- I-8: Bidders' Conference Participation Certificate
- I-9: Label to be put under envelope
- I-10: DUNS NUMBER document

Enclosure 1A to Part I
(To be completed and enclosed with your bid)

FINANCIAL PROPOSAL : PRICE PROPOSAL (1/2)

**“Invitation for National Competitive Bidding IFIB-NCIA-SPLAT-12-11
“MAINTENANCE OF PREMISES AND TECHNOLOGICAL PLANT AT NCISS LATINA”**

The undersigned company _____

Address _____

Tel. _____;

Fax _____;

Email _____;

with regard to the bid N. IFIB-NCIA-SPLAT-12-11 declares that will offer for the execution of the service the following percentage discount from the **monthly** overall cost of

€38.000,00 (Thirty-eight-thousands/00 Euro) per month

- Percentage discount (figures) _____, _____ %;
- Percentage discount (in letters) _____

In case of discrepancy between the discount in figures and the one in letters, the discount in letters will apply.

Price offered by bidders shall be intended fully comprehensive (“onnicomprensivo”), meaning that it includes all necessary for the perfect execution of all obligation of the contract and the statement of work.

The company acknowledges that the obligation deriving from stipulation is intended as a commitment of results (“vincolo di risultato”).

In the offer all costs, direct and indirect have been taken into account and contractor keeps NCI Agency is exempt from any responsibility and claim for any whatever reason.

Date, _____

.....
Signature of Authorised Representative

.....
Title

.....
Company

Enclosure 1B to Part I
 (To be completed and enclosed with your bid)

FINANCIAL PROPOSAL : COST ANALYSIS (2/2)

Serial	Deliverable Description	Monthly Man-hours	Quantity	Unit/hour/sq. mt. Price	Total Price (1 year)
1	Supervisor				
2	Technical employees staff				
3	Support staff (as necessary)				
4	Testing				
5	Consumable Spare parts				
6	Other products (oil, salt, paint, lubricants, hardware, etc.)				
7	Equipment (machinery, tools, etc.)				
8	Vehicles				
9	Health and Safety Plan and safety measures throughout the implementation				
10	Rental of special equipment				
11	General administrative Costs				
12	Company Profit				
13					
TOTAL					

Enclosure 3 to Part I
(To be completed and enclosed with your bid)

COMPLIANCE STATEMENT FOR PART IIA and IIB
NCI AGENCY (Former NCSA) Special and General Provisions

It is hereby stated that our bid to IFIB-NCIA-SPLAT-12-11 is fully compliant is fully compliant with the NCI Agency Special and General Contractual Provisions, as contained in Part IIA and IIB of the IFIB

That this company accepts entirely without reserves and/or exceptions.

Date:

Signature:

Name and Title:

Company:

.....

Enclosure 5 to Part I
(To be completed and enclosed with your bid)

DICHIARAZIONE

Il sottoscritto: (nome e cognome) _____
nato a : _____ il: _____ residente a: _____
(prov. _____), Via: _____
_____, in qualità di titolare legale rappresentante della ditta:
_____ con _____ sede
in: _____

Ai sensi e per gli effetti degli artt. 46 e 47 del D.P.R. 445/2000, consapevole delle sanzioni penali previste dall'art. 76 e delle conseguenze previste dall'art. 75 del citato D.P.R. 445/2000 per il caso di dichiarazioni mendaci, nonché delle seguenti norme:

- Legge 4 gennaio 1968 n. 15 (Norme sulla documentazione amministrativa e sulla legalizzazione e autenticazione di firma).
- Legge 15 maggio 1997 n.127 (misure vigenti per lo snellimento delle attività amministrative dei procedimenti di decisione e di controllo).
- DPR 10/10/98 n. 403 (Regolamento di attuazione degli articoli 1, 2 e 3 della legge 15/5/97 n. 127)
- CM 31/10/99 n. 84 (Autocertificazione)
- DPR 445/00 (Tu documentazione Amministrativa)
- DPR 554 del 21/12/99
- Legge 575/1965 (Disposizione Antimafia)

DICHIARA

- a) Che non sussistono cause di esclusione di cui all'art. 35 – comma 1 lettere a), b), c), d), e), g) e h) della L.P. 26/93 e s.m., ed in particolare di essere a diretta conoscenza che nessuno dei soggetti indicate dall art. 35, comma 1 lett. C) della L.P. 26/93, ivi compresi i soggetti cessati nel triennio antecedente la data di pubblicazione del bando, ha riportato condanna, con sentenza passata in giudicato, oppure di applicazione della pena su richiesta, ai sensi dell'art. 444 del codice di procedura penale, o decreto penale di condanna divenuto irrevocabile per reati che incidono sull'affidabilità morale e professionale;
- b) Di non trovarsi nello stato di fallimento, liquidazione coatta, concordato preventivo, o qualsiasi altra situazione equivalente e l'insussistenza di procedimenti in corso per la dichiarazione di una di tali situazioni;
- c) Che il soggetto concorrente non si è avvalso dei pieni individuali di emersione di cui alla legge n. 383/2001 o che, qualora se ne sia avvalso il periodo di emersione si è concluso
- d) che per il titolare e i rappresentanti legali non ricorre nessuna delle condizioni di cui all'art. 8, comma 7 - L.R. 29.11.2006,n. 21.
- e) La non applicazione all'impresa delle sanzioni interdittive previste dall'art. 9, secondo comma, lettere c) del D.Lgs. 231/2001 e s.m.;
- f) Che l'impresa non ha in corso provvedimenti interdittivi alla contrattazione con le pubbliche amministrazioni e/o alla partecipazione a gare pubbliche, previsto dall'art. 14 del D.Lgs. 9.4.2008, n. 81;
- g) Di essere in regola con le norme che disciplinano il diritto al lavoro dei disabili, ai sensi della legge 12 marzo 1999, n. 68;

- h) Di non essere in una situazione di controllo di cui all'art. 2359 del codice civile con nessun partecipante alla procedura, ovvero di essere in una situazione di controllo di cui all'art. 2359 del codice civile con impresa partecipante e di aver formulato autonomamente l'istanza di partecipazione, con indicazione del concorrente con cui sussiste tale situazione. In tale ultima circostanza si allega alla "technical proposal" la documentazione a comprova della non influenza sulla formulazione dell'istanza di partecipazione;
- i) Che nei propri confronti non e' pendent procedimento per l'applicazione di una delle misure di prevenzione di cui all'art. 3 della legge 27 dicembre 1956, n. 1423 o di una delle cause ostative previste dall'art. 10 della legge 31.5.1965, n. 575;
- j) Che il dichiarante o il legale rappresentante della ditta concorrente non si trova in alcuna delle situazioni di esclusione dalla partecipazione alle gare di cui all'art. 38-comma 1 del D.Lgs. 163/2006 e s.m.i.;
- k) Di non aver commesso nell'anno antecedente la data di scadenza della gara in oggetto, false dichiarazioni in merito ai requisiti e alle condizioni rilevanti per la partecipazione alle procedure di gara;
- l) Di non aver commesso gravi infrazioni, debitamente accertate, alle norme in materia di sicurezza e ogni altro obbligo derivante dai rapporti di lavoro;
- m) Di non aver violato il divieto di intestazione fiduciaria posto dall'art. 17 della legge n. 55/90;
- n) Di non aver commesso violazioni gravi, definitivamente accertate, alle norme in materia di contribute previdenziali e assistenziali secondo la legislazione italiana dichiarando a tal fine la propria posizione INPS e INAIL;
- o) Che il soggetto concorrente e' / non e' (barrare la voce che non interessa) assoggettato agli obblighi di assunzioni obbligatorie nei confronti disabili ex legge 68/1999 e che in caso di assoggettamento ha assolto ed ottemperato alle relative norme;
- p) Che nei propri confronti non sono state emesse sentenze di condanna passate in giudicato, decreti penali di condanna divenuti irrevocabili, sentenze di applicazione della pena su richiesta dell'art. 444 del codice di procedura penale, per reati gravi in danno dello Stato o della Comunita' che incidono sulla moralita' professionale ovvero, si indicano di seguito le eventuali condanne riportate indicando se si e' patteggiato, estinto o altro:
-
- q) Che nei propri confronti degli amministratori, dei soci, dei componenti il Consiglio di Amministrazione, dei legali rappresentanti, dei procuratori e dei direttori tecnico non sono state emesse sentenze di condanna passate in giudicato, decreti penali di condanna divenuti irrevocabili, sentenze di applicazione della pena su richiesta dell'art. 444 del codice di procedura penale, per reati gravi in danno dello Stato o della Comunita' che incidono sulla moralita' professionale ovvero, si indicano di seguito le eventuali condanne riportate indicando se si e' patteggiato, estinto o altro:
-
- r) Che all'impresa non sono stati affidati incarichi di progettazione riferiti ai lavori oggetto del presente bando, ne ha prestato attivita di studio o consulenza relativamente agli stessi e che non ha rapporti di collegamento e/o controllo con eventuale impresa affidataria degli incarichi di progettazione ai sensi dell'art. 2359 del codice civile;
- s) Che nessuno dei titolari/amministratori/membri del consiglio di amministrazione/rappresentanti legali/soci della Ditta ha interessi oppure e' titolare, rappresentante legale, amministratore, membro del consiglio di amministrazione, rappresentante legale, socio di nessuna delle Ditte che partecipano a questa gara;
- t) Che nell'anno antecedente la data di emission della presente procedura di gara non ha reso false dichiarazioni in merito ai requisiti per concorrere ad appalti o concessioni risultanti dai dati in possesso dell'osservatorio dei lavori pubblici.
- u) Che non sussistono provvedimenti ostativi all'assunzione di pubblici contratti di cui alla legge 31.5.1965, n. 575 e successive modificazioni ed integrazioni;

- v) Di aver preso atto delle condizioni locali, nonché delle circostanze generali e particolari che possono aver influito sulla determinazione del prezzo e sulle condizioni contrattuali che potranno influire sull'esecuzione del servizio;
- w) Di aver formulato l'offerta in modo tale da consentire la copertura di tutti i costi e la realizzazione di un ricavo; di accettare l'invariabilità dei prezzi anche nei casi di forza maggiore, fatto salvo quanto disposto dalle vigenti disposizioni di legge in materia;
- x) *(solamente per le imprese in associazione temporanea)*

che l'impresa intende partecipare in raggruppamento di tipo _____ così
composto:

impresa

in qualità di
Mandataria (capogruppo)

Inoltre
D I C H I
A R A

che il **domicilio eletto** per le comunicazioni è il seguente:

via _____ n. civico _____

città _____ provincia _____ cap _____

indirizzo di posta elettronica _____

n. fax _____

(scegliere obbligatoriamente una delle seguenti opzioni)

- e che **autorizza** NCI A all'utilizzo del fax per effettuare le comunicazioni previste dalla legislazione vigente
- e che **non autorizza** NCI A all'utilizzo del fax per effettuare le comunicazioni previste dalla legislazione vigente

ALTRI DATI:

Referente per la procedura _____ tel. _____

Luogo e Data, _____

(firma per esteso e leggibile del titolare/rapp.legale)

Enclosure 6 to Part I

(To be completed and enclosed with your bid)

SELF-DECLARATION

The undersigned: (first and last name) _____
Place of birth : _____ Date of birth: _____
Full address: city _____ (prov. _____),
Street/Place: _____,
in his capacities of legal representative of the company: _____

In full acknowledge of his legal responsibilities deriving from following laws and regulations:

- Legge 4 gennaio 1968 n. 15 (Norme sulla documentazione amministrativa e sulla legalizzazione e autenticazione di firma).
- Legge 15 maggio 1997 n.127 (misure vigenti per lo snellimento delle attività amministrative dei procedimenti di decisione e di controllo).
- DPR 10/10/98 n. 403 (Regolamento di attuazione degli articoli 1, 2 e 3 della legge 15/5/97 n. 127)
- CM 31/10/99 n. 84 (Autocertificazione)
- DPR 445/00 (Tu documentazione Amministrativa)
- DPR 554 del 21/12/99
- Legge 575/1965 (Disposizione Antimafia)

Under his own personal responsibility DECLARES that

- Individuals or entities subject to one or more of the following conditions may not take part in the call for bids if they:
 - are in a state of bankruptcy, compulsory liquidation, composition with creditors, or who are currently involved in proceedings for declaration of such situations;
 - have lawsuits pending against them for application of one of the prevention measures defined by Art. 3, Law 1423 of 27 December 1956, or are subject to one of the unintentional impediments defined by Art. 10, Law 575 dated 31 May 1965; The exclusion or ban are effective if the pending lawsuit concerns the owner or the technical director if a privately owned company; the partner or the technical director if a collective undertaking, general partners or the technical director if a limited partnership, administrators appointed as representatives or the technical director if it is another type of undertaking;
 - have been issued a conclusive judgement or against whom an irrevocable criminal sentence or enforcement of plea bargain has been decreed, pursuant to Art. 444 of the Criminal Code, for grave crimes committed against the State or the Community that effect professional ethics; another reason for exclusion is a conclusive judgement for one or more crimes relating to participation in a criminal organisation, corruption, fraud or money laundering, as defined by Community provisions cited at Art. 45, par. 1, EC Directive 2004/18; the exclusion and ban are effective if the sentence or the decree are issued against: the owner or the technical director if a privately owned company; the partner or the technical director of a collective undertaking; general partners or the technical director of a limited partnership; administrators appointed as representatives or the technical director if another type of undertaking or consortium. In all cases, the exclusion or ban are effective also in respect of the entities or individuals who left their posting during the three years preceding publication of the call for bids, unless the undertaking demonstrates that it has taken the necessary measures leading to total dissociation from the criminal conduct; without prejudice to implementation of Art. 178 of the Criminal Code and of Art. 445, par. 2, of the Criminal Code;

- have contravened the ban on fiduciary registration pursuant to Art. 17, Law 55, dated 19 March 1990.
- have committed serious and confirmed offenses relating to safety or any other obligations issuing from an employment association, as ascertained from data in the possession of the National Monitoring Centre;
- according to the justified assessment by the awarding entity, have committed an act of serious negligence or bad faith in performing the services assigned by the awarding entity publishing the call for bids; or who have committed a serious error in the exercise of their professional activity, as ascertained by evidence in possession of the awarding entity;
- have committed confirmed violations against the obligation to pay duties and taxes, according to Italian legislation or the legislation of the State in which the company is located;
- have made, in the year prior to the date of publication of the call for bids, false statements regarding the requirements and the conditions pertaining to participation in bid procedures, as confirmed by data in possession of the National Monitoring Centre;
- have committed serious and confirmed violations against laws governing social security contributions, in accordance with Italian legislation or the legislation of the State in which the company is located;
- do not comply with regulations governing the right to work of the handicapped;
- have been disqualified pursuant to Art. 9, par. 2, letter c), of Legis. Decree 231, dated 8 June 2001 or other ban on signing contracts with public administrations.

Date:

Signature:

Name and Title:

Company:

Enclosure 7 to Part I
(To be completed and enclosed with your bid)

REGISTRATION FOR BIDDERS CONFERENCE AND SITE VISIT
TO BE RETURNED BY (see Para: ***Bidders Conference*** in Part I).

Firm : _____
Address : _____
Telephone : _____
Facsimile : _____
Point of Contact : _____
Invitation for Bid number : **IFIB-NCIA-SPLAT-12-11**
MAINTENANCE OF PREMISES AND
TECHNOLOGICAL PLANT NCISS LATINA

To: Sandro GIOVANNETTI
OF4 – LTC ITA A
Contracting Officer
NATO Communications and Information Agency
Strada della Chiesuola, 78 – 04010 – Borgo PIAVE – LATINA (ITA)
T: +39 (0773) 677 009 F: +39 (0773) 677 098
Email: giovannetti@nciss.nato.int W: www.ncia.nato.int

SUBJECT: Bidders Conference/Site Visit

1. Representatives from my company will/will not (delete as appropriate) attend the bidders' conference and site survey at the NCISS-LATINA hrs

30th OCTOBER 2012 - 09.30 hrs

2. Identification of attendees (maximum 2):

First Name	Last Name	ID Type and number	Nationality

3. Questions to be answered: YES/NO

.....
.....
.....

4. I request a copy of the minutes of the conference: YES/NO

Date : _____
Signature : _____
Name & Title : _____

Enclosure 8 to Part I
(To be completed and enclosed with your bid)



**NATO COMMUNICATIONS INFORMATION
AGENCY (NCI A)
OFFICE OF LATINA**
Strada della Chiesuola 78 – 04010 – BORGO PIAVE – LATINA
(ITALY)



Invitation for International Competitive Bidding
IFIB-NCIA-SPLAT-12-11
**MAINTENANCE SERVICES OF PREMISES AND TECHNOLOGICAL PLANT AT NCISS
LATINA**

BIDDERS' CONFERENCE PARTICIPATION CERTIFICATE

- Bidders' conference date **30th October 2012**
- Participants
 - Company

- Representative 1 (name)

(signature)

- Representative 2 (name)

(signature)

Sandro GIOVANNETTI
OF4 – LTC ITA A
Contracting Officer
NATO Communications and Information Agency
Strada della Chiesuola, 78 – 04010 – Borgo PIAVE – LATINA (ITA)

Enclosure 9 to Part I
(To be completed and enclosed with your bid)

The label below is to be completed by the bidder and affixed/glued to the exterior envelope or parcel with which the Bid Packages are mailed to NCI Agency.

(Cut along the lines)

SEALED BID TO IFIB NCIA-SPLAT-12-11 To be opened by the Contract Award Committee (CAC) only	
SENDER:
NATO Communications and Information Agency Service Provision Interim Structure/Dir.Res/BAF/P&C Bldg 101 - 7010 SHAPE – Belgium Attn: Major (OF3) Francis DURIMEL (FRA A) Building 101 Room C212 7010 SHAPE Tel: + 32 (0)65 44 5439	

Enclosure 10 to Part I
(To be completed and enclosed with your bid)

DUNS NUMBER

(To be completed and enclosed with bidder's bid)

NAME of the company:

ADDRESS:

COUNTRY:

DUNS number (if applicable):

VAT number:.....

VAT identification number structure

<http://www.ncia.nato.int/Opportunities/Pages/Former-NCSA-Opportunities.aspx>

Date:

Signature:

Name and Title:

Company:

DUNS and BRADSTREET www.dbai.dnb.com