

Notification of Intent to Invite Bids

Method: International Competitive Bidding (ICB)

Audio Visual Systems Maintenance Contract

NCI Agency Reference #: IFB-CO-115907-SHA

Estimated Amount: 200000 EUR

NOI Closing Date: 23 June 2023

Solicitation Release Date: Anticipated on 15 July 2023

Solicitation Closing Date: Anticipated on 28 August 2023

Contract Award Date: Anticipated on 31 October 2023

Competition Type: ICB Lowest Priced Technically Compliant

The NCI Agency hereby notifies the NATO Nations of its intent to invite bids for the procurement of repairs and services for NATO-owned AV systems located in the military HQ at SHAPE, Belgium.

A single award firm-fixed price contract is planned.

NCI Agency Point of Contact

Esteban Diaz, Senior Contracting Assistant

Email: IFBCO115907SHA@ncia.nato.int

Annexes:

- A. Summary of Requirements
- B. Distribution List

To : Distribution List

Subject : **Notification of Intent to Invite Bids for Audio Visual Systems Maintenance Contract**

References :
 A. BC-D(2018)0004-FINAL, BC Budget Procurement Guidance

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1. In accordance with References A through B, the NCI Agency, as the Host Nation responsible to implement the project in subject, hereby gives notice of its intent (NOI) to issue an Invitation for Bid (IFB) for Audio Visual Systems Maintenance Contract, hereafter referred to as the "Project".
 2. A high-level summary of the Project's technical requirements is set forth in Annex A hereto. These requirements are being refined and will be included in further details as part of the IFB.
 3. The reference for this Project is IFB-CO-115907-SHA, and all correspondence concerning this NOI and subsequent IFB should reference this number.
 4. The NCI Agency plans to issue an IFB using the International Competitive Bidding (ICB) Procedure for Lowest Priced Technically Compliant (LPTC) evaluations. A single, firm-fixed price contract is planned for the entire scope of work.
 5. Eligibility to participate in the subsequent IFB is declared by national authorities. Hence, qualified and certified companies interested in receiving an IFB for this Project are hereby requested to provide a Declaration of Eligibility (DoE), **sent** by their Delegation/Mission to NATO to the NCI Agency contracting authority not later than 23 June 2023, which is 35 calendar days after the date of this letter.
 6.
 - a. In addition to the certification of the company's security clearances required under this NOI, the DoE should include the following information for each of the nominated companies:
 - Company name
 - Company address
 - Point of Contact (PoC)
 - PoC email address
 - PoC telephone number
 - b. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent electronically to IFBCO115907SHA@ncia.nato.int.
 7. In order to maximize competition the NCI Agency may, at this discretion, accept nominations

after the deadline, so long as the IFB has not been issued. The NCI Agency may even accept, at its discretion, nominations after the IFB has been issued under the condition that such late nomination will not be used as the basis to request an extension to the bid closing date.

8. Requests for participation in this competition received directly from individual companies will not be considered.
9. Bidders will be required to declare a bid validity of 12 months from bid closing date. Should the selection and award procedure exceed the bid closing date by more than 12 months, companies will be requested to voluntarily extend the validity of their bids accordingly. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.
10. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED. However, the IFB and the contractual documents could contain references to other NATO documents classified as NATO SECRET.
11. The successful bidder will be required to handle and store classified information up to the level of NATO SECRET. In addition, contractor personnel will be required to work unescorted in Class II Security areas. Therefore, access can only be permitted to cleared individuals. Only companies maintaining such cleared facilities and the appropriate personnel clearances will be able to perform the resulting contract.
12. The NCI Agency is not liable for any expenses incurred by companies in conjunction with their responses to this NOI and such responses shall not be regarded as a commitment of any kind concerning future procurement of the items or services described herein.
13. Your assistance in this procurement is greatly appreciated.

For the Chief of Acquisition:

[Original Signed By]

Esteban Diaz
Senior Contracting Assistant

Annex A – Summary of Requirements

Project No. 2023 60-18935

1. Project Objective

Repairs and services for NATO-owned AV systems located in the military HQ at SHAPE

2. Scope of Work

Acronyms

- AV – Audio Visual
- CIS – Communication Information Systems
- COTR- Contracting Officer Technical Representative
- NATO – North Atlantic Treaty Organization
- NCIA – NATO CIS & Information Agency
- PMI- Preventive Maintenance Inspection
- SOW – Statement of Work
- SHAPE- Supreme Headquarters Allied Powers Europe

Background and Work Site Information

The NATO site where the maintenance must be provided are situated as follows:
SHAPE, Belgium

Scope

The scope of this maintenance requirement is to award a five-year contract consisting of five one-year tranches, for repairs and services for NATO-owned AV systems located in the military HQ at SHAPE, Belgium.

Requirement

The chosen Contractor will be accountable for maintaining high system functionality and availability, ensuring systems' component serviceability/configuration and providing life cycle replacement guidance and recommendations.

The Contractor shall perform a Recurring Maintenance Service to cover:

- preventive maintenance
- corrective maintenance,
- removal and installation of equipment,
- future upgrade surveys.

Every intervention shall be seen as best effort with the material available in the spare stock and material available at Contractor's premises.

The list of equipment to be maintained will be verified and updated annually and where necessary, contract amendment action will be conducted.

Basic Services

The Contractor shall provide all labour, material, equipment, transportation, and supervision necessary to deliver against the service that they are to deliver for the systems and equipment listed in annex A.

The selected Contractor is expected to be flexible to the ever-changing priorities of NATO conferences services in scope of this SOW.

Maintenance shall include at least:

- Configuration Management
- Outage repairs
- Emergency outage repairs
- Installations and removals of equipment
- Develop repair estimates
- Initiating warranty repair and/or return actions
- Train operator personnel on equipment use, maintenance, and programming
- Perform Annual PMI in accordance with manufacturer's specs on the different supported systems.

Unless otherwise specified, all the materials furnished by the Contractor shall be genuine, new and must have the same item nomenclature, manufacturer and model/part number as the original equipment references.

Only the COTR or the Agency Centralised Service Desk can notify in writing the Contractor who shall perform required services to restore a system in scope of this SOW.

Contractor Personnel

Technical Certification: The Contractor shall ensure that field service technicians possess the relevant and necessary specialised training on servicing equipment prior to the execution of the contract.

The Contractor shall provide engineering and programming staff with provable extensive knowledge of AMX, Televic, RGB Spectrum, Spinetix, BIAMP and Barco technologies.

Schedule:

- Start 01 January 2024 to 31 December 2024 + four optional years. A transition period should take place before the contract starting date, for a period of 4 weeks.

Type of Contract:

- The contract will be a firm fixed price services contract.

3. Technical Constraints

In case an asset containing memory is connected to a NATO classified network, the asset will be considered as classified and as a NATO asset.

Annex B – Distribution List

NATO Delegations:

Albania	Greece	Poland
Belgium	Hungary	Portugal
Bulgaria	Iceland	Romania
Canada	Italy	Slovakia
Croatia	Latvia	Slovenia
Czech Republic	Lithuania	Spain
Denmark	Luxembourg	The Republic of Türkiye
Estonia	Montenegro	The United Kingdom
France	Netherlands	The United States
Finland	North Macedonia	
Germany	Norway	

Embassies in Brussels (Attn: Commercial Attaché):

Albania	Greece	Poland
Belgium	Hungary	Portugal
Bulgaria	Iceland	Romania
Canada	Italy	Slovakia
Croatia	Latvia	Slovenia
Czech Republic	Lithuania	Spain
Denmark	Luxembourg	The Republic of Türkiye
Estonia	Montenegro	The United Kingdom
France	Netherlands	The United States
Finland	North Macedonia	
Germany	Norway	

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