

[Pick Classification]

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[SOLICITATION NUMBER]

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[PROJECT TITLE]

[PROJECT SERIAL N°]

[(Guidance to CO. Please delete once you have addressed the requisite paragraph(s): (usually obtained from the authorization document e.g. Decision Sheet (DS) or Decision Document (DDoC))]

BOOK I

PROJECT-SPECIFIC BIDDING INSTRUCTIONS

FOR

NCIA SOLICITATIONS

UNDER THE NATO COMPETITIVE PROCUREMENT METHOD

LOWEST PRICE TECHNICALLY COMPLIANT

[Pick Classification]

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1. Return to the Table of Contents (TOC), select all (CTRL + A) and press F9 to update all fields.
2. Select "update entire table" to ensure your TOC is updated as well and click OK.
3. Use the search function to look for "error!" to ensure there are no erroneous cross references

[Guidance to CO. Please delete once you have addressed the requisite paragraph(s): Each procurement is unique, and this default template may not fully address the specific needs of your project. If you find that adjustments are required, please contact the [Joint Center of Expertise \(JCoE\)](#) for advice on alternative approaches. **Additional tools or templates may be available upon request** (e.g.: a Requirements Traceability Matrix (RTM) for procurements involving mature products with high market readiness or other specialized scenarios). The JCoE can help identify and provide the most suitable resources to support your procurement goals.]

SECTION 1. INTRODUCTION

1. Incorporation of General Bidding Instructions

- (a) These project-specific bidding instructions, hereinafter referred to as “*Project-Specific Book I*”, addresses requirement-specific conditions, evaluation criteria, and any deviations or additions necessary for [Solicitation Number], hereinafter referred to as the “Solicitation”.
- (b) In addition to the instructions contained in this *Project-Specific Book I*, Bidders shall refer to the *General Bidding Instructions*, which establish the standard, baseline rules and procedures applicable to all NATO Communications and Information Agency (NCIA) solicitations issued under the procedure for NATO Competitive Procurement (NCP).
- (c) In the event of any discrepancies between the *General Bidding Instructions* and the *Project-Specific Book I*, the terms outlined in this *Project-Specific Book I* shall prevail. This ensures that Bidders adhere to the unique needs and requirements of each individual procurement.
- (d) The General Bidding Instructions are publicly accessible on NCIA’s website under Procurement>Documents and Resources>[Terms and Conditions](#) for reference at any time. For convenience, a direct download link is provided [here](#).

2. Scope of Work

- (a) [Pick purpose single requirement or IDIQ]
- (b) The scope and requirements of the Contract are defined in the Schedule of Supplies and Services and the Statement of Work (SOW).
- (c) The SOW, set out in Book II, Part IV, including its annexes, contains the complete technical specifications and detailed requirements of the project.

3. Overview of the Prospective Contract

- (a) The successful Bidder shall perform the Work in accordance with Book II, Part IV (Statement of Work (SOW)), including its annexes, and shall deliver all items in accordance with Book II, Part I (Schedule of Supplies and Services (SSS)).
- (b) Contract award shall be made to the Bidder(s) whose bid(s) are determined to be successful in accordance with the evaluation methodology specified in the Project-Specific Book I.
- (c) The prospective contract will be governed by Book II, Part II (NCIA Contract Special Terms and Conditions (STC)), and Part III (NCIA Contract General Terms and Conditions (GTC)).

(d) Applicable NCIA Contract Terms and Conditions

(1) NCIA Contract General Terms and Conditions

- (i) The Core-NCIA Contract GTC apply to this procurement as provided in SECTION 1.11(a) of the *General Bidding Instructions*. The applicable GTC subset(s) for this procurement, according to its nature and type, are those marked (as “Yes”) below. The Purchaser marks the applicable subset(s) and records the applicable GTC version prior to issuance of the solicitation.

GTC Subset:	Applies:
-------------	----------

1	GTC - Services	Select One
2	GTC - Equipment	Select One
3	GTC - Commercial Off-The-Shelf (COTS) Software or Licenses	Select One
4	GTC - Software Developed for North Atlantic Treaty Organization (NATO) Purposes	Select One
5	GTC - Cloud Services	Select One
6	GTC - Artificial Intelligence (AI) Systems or AI-Enabled Services	Select One

Table 1: GTC Subsets

(ii) Applicable GTC version

- (A) The version in effect on the date of issuance of this solicitation, incorporated by reference under the General Bidding Instructions and available at the NCIA's website under Procurement>Documents and Resources>[Terms and Conditions](#). The version number of this document appears in the lower left corner of the cover page and indicates the month and year of release in parentheses. Bidders shall prepare their bid against this version. Where an STC applies, it is set out at the location indicated above and takes precedence over the GTC to the extent of any conflict. Previous versions (if any) are available upon request to the Purchaser's PoC.

(2) NCIA Contract Special Terms and Conditions

- (i) Select One

4. Solicitation Participation Requirements

- (a) This Solicitation is open only to Bidders from the participating nations contributing to the project, namely those listed in [Table 2](#) of [SECTION 2.1](#). In [SECTION 1.4\(b\)](#) of the *General Bidding Instructions*, is the information on Declaration of Eligibility.

5. Security Classification of the Solicitation and Planned Contract

(a) Solicitation

- (1) [Choose for NU NR NS]

(b) Planned Contract

- (1) [Select applicable security classification for contract]

6. Bidders Conference and Site Visit

- (a) [Choose Bidders Conference yes or no]

- (b) [Choose Site Visit yes or no]

- (c) All necessary information is provided in the Solicitation documents, and any additional questions may be submitted in writing in accordance with in [SECTION 2.8](#) of the *General Bidding Instructions*.



[Pick Classification]

[Solicitation Number]

Book I – Project-Specific Bidding Instructions
Section 1

END OF SECTION 1

[Pick Classification]

SECTION 2. GENERAL BIDDING INFORMATION

1. Solicitation Details

	Topic:	Details:	General Bidding Instructions Reference:
1.	Declaration of Eligibility Required	[Select one]	SECTION 1.4(b)
2.	Evaluation Method	Lowest Price Technically Compliant	SECTION 1.5
3.	Contract Type	[Select contract type]	SECTION 3.7(c)(8)
4.	Contract Period of Performance	Base Period: [enter #] month(s) Option Period(s): [enter #] 12-month period(s)	n/a
5.	Solicitation Point of Contact (PoC)	[CO Name, Title]	SECTION 2.7
6.	Bidding Email Address	XXXXXX@ncia.nato.int <i>[Guidance to CO. Please delete once you have addressed the requisite paragraph(s): insert the functional mailbox address specifically created for the solicitation. Only use the Solicitation number (IFB/RFQ/RFP reference) and leave out other additions (e.g. "bids"). Inserting CO email address should (as much as possible) be avoided. Also verify the hyperlink of the email address once filled in and update when necessary.])</i>	SECTION 2.7
7.	Participating Nation(s)	Albania, Belgium, Bulgaria, Canada, Croatia, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Türkiye, United Kingdom, and United States <i>[Guidance to CO. Please delete once you have addressed the requisite paragraph(s): Modify the above paragraph to only include the relevant NATO nations for this specific procurement]</i>	SECTION 1.4, SECTION 2.1(a)(8)
8.	Bid Validity Period	[Select one]	SECTION 2.15
9.	Multiple Schedules	[Select one]	SECTION 3.1(c), SECTION 4.1(a)

	Topic:	Details:	General Bidding Instructions Reference:
10.	Alternate Items	[Select one]	SECTION 3.2
11.	Competitive Dialogue or Negotiation	Purchaser intends to award a contract <u>without</u> Competitive Dialogue or Negotiation.	SECTION 2.14(b)
12.	Technical Bid Submission Format	A Written Bid is required for this solicitation.	SECTION 2.11
13.	Anticipated Effective Start Date of Contract (ESD)	[Select one] [Guidance to CO. Please delete once you have addressed the requisite paragraph(s): By default, the ESD should either occur ON the contract signature date, or within 30 calendar days thereafter. Only in exceptional circumstances can the ESD occur within 60 or 90 calendar days following contract signature date, for which the CO has to provide a proper justification.]	SECTION 1.12

Table 2: Solicitation Details

2. Bid Delivery and Bid Closing

(a) The closing date and time for the electronic submission of bids in response to this Solicitation is [Click to enter a date (min. 35 calendar days from the solicitation issuance date (20 in case of AOM))], **12:00 hours Central European Time (CET)** and is herein referred to as the “Bid Closing Date” (BCD).

(b) Bids shall be submitted to the bidding email address listed in Table 2 of SECTION 2.1.

3. Purchaser’s Point of Contact

(a) The Purchaser Point of Contact (PoC) for all information concerning this Solicitation is stated in Table 2 of SECTION 2.1.

(b) All correspondence related to this Solicitation, including the actual bid submission, shall be sent to the solicitation’s email address specified in Table 1 of SECTION 2.1.

4. Bid Validity

(a) Bidders shall be bound by the term of their bids for the validity period listed in Table 2 of SECTION 2.1, starting from the BCD.

5. Performance Guarantee

(a) No performance guarantee is required for this procurement.

END OF SECTION 2

SECTION 3. BID PREPARATION INSTRUCTIONS

1. File Naming Convention

#	Bidding Volume:	Naming Convention:
1	Volume 1 – Administration	[Solicitation Number]–Company Name–Vol 1–Admin
2	Volume 2 – Technical	[Solicitation Number]–Company Name–Vol 2–Tech
3	Volume 3 – [Add Corporate Experience or select “Not Applicable”]	[Choose standard naming convention or N/A]
4	Volume 4 – Price	[Solicitation Number]–Company Name–Vol 4–Price

Table 3: File Naming Convention

2. Bidder’s Checklist

- (a) The Bidder shall complete the “Included in Bid” column in each of the Bidder’s Checklist tables below (Tables 4 through 6 (or 7 if Corporate Experience is included)), entering a checkmark (✓) for every item included in its bid and “N/A” for any optional item not submitted, and shall include a version of the completed tables in the Administration Volume. The completed checklist serves to verify the completeness of the bid across all four Volumes; entries shall indicate inclusion only and shall not state or otherwise reveal any prices. Marking an item on the checklist does not substitute for the actual submission of that item in the relevant Volume.

(1) Volume 1: Administration

#	Item	Quantity and Format	Included in Bid (✓ / N/A)
1	Appendix A.1: Certificate of Legal Name of Bidder	1 (merged) PDF with all Appendices listed in this table	
2	Appendix A.2: Acknowledgement of Receipt of Solicitations Amendments		
3	Appendix A.3: Certificate of Independent Bid Determination		
4	Appendix A.4: List of Prospective Subcontractors/Consortium Members		
5	[Add optional Appendix 5 (Export Control) from this dropdown, or select not applicable]		
6	[Add optional Appendix 6 (Key Personnel) from this dropdown, or select not applicable]		
7	[Add optional Appendix 7 (Background IPR) from this dropdown, or select not applicable]		
8	[Add optional Appendix 8 (Supply Chain) from this dropdown, or select not applicable]		

Table 4: Administration Volume Bidder’s Checklist

(2) Volume 2: Technical

#	Item	Bid Submission & Presentation Format	Quantity and Format	Maximum Page Limit	Solicitation Reference	Included in Bid (✓ / N/A)
1	Table of Contents	Written Only	1 PDF file	2	General Bidding Instructions SECTION 3.5.(d)	
2	Technical Approach	Written Only	1 PDF file	[0]	SECTION 3.2(a)(2)(i)	
3	Executive Summary (optional)	Written Only	1 PDF file	2	n/a	
Total Maximum Page Limit for Volume 2:				[0]		

Table 5: Technical Volume Bidder’s Checklist

[Guidance to CO. Please delete once addressed:]

- **Technical Approach** is a required Level-2 technical (compliance) evaluation criteria. In addition, there must be **no more than five (5) Level 3 evaluation criteria. Paragraphs may not be further refined into lower level sub-criteria (i.e. lower than Level 3 (e.g. Level 4 etc)).**
- The **Technical Approach and Management Approach (if applicable)** sections contain the **suggested language. These paragraphs can be tailored to each project.**
- The total number of pages for Technical Approach for LPTC should not exceed thirty (40) pages for any project.]

(i) Technical Approach

(A) The Bidder shall provide a clear and complete description of its technical approach demonstrating that all minimum technical and performance requirements of the solicitation will be met.

(B) The Technical Approach shall enable NCIA to determine technical compliancy against the stated performance objectives, measures, and standards.

(C) Depending on the nature of the requirement:

(i) For Commercial-Off-The-Shelf (COTS) products, the Bidder shall demonstrate that the proposed product(s) conform fully to the required specifications, standards, and interoperability requirements, and that any configuration or integration activities are minimal and within the stated limits of the solicitation.

(ii) For services, the Bidder shall describe the methods, processes, and resources that will be used to perform the work and demonstrate that the proposed approach is feasible and compliant with the performance requirements.

(D) At a minimum, the Bidder shall:

(i) Demonstrate understanding of the requirement and scope;

(ii) Confirm compliance with each mandatory technical requirement and standard; and

(iii) Provide sufficient detail to allow NCIA to verify that all mandatory requirements are met or exceeded.

(3) [Pick Corporate Experience or select not applicable]

(4) Volume 4: Price

#	Item	Quantity and Format	Solicitation Reference	Included in Bid (✓ / N/A)
1	Bidding Sheet	1 completed Microsoft Excel file	General Bidding Instructions SECTION 3.7	
2	Offer Summary (i.e. Tab 1 of the Bidding Sheet)	1 PDF file		

Table 6: Price Volume Bidder's Checklist

END OF SECTION 3

SECTION 4. BID EVALUATION AND CONTRACT AWARD

1. General

- (a) The bid shall be evaluated in accordance with the five (5) Lowest Price Technically Compliant (LPTC) evaluation steps outlined in SECTIONS 4.5 through 4.9 of the *General Bidding Instructions*.

- (1) **Step 1:** Administrative Compliance Evaluation
- (2) **Step 2:** Price Evaluation
- (3) **Step 3:** Technical (Compliance) Evaluation
- (4) **Step 4:** [Pick Corporate Evaluation or not applicable]
- (5) **Step 5:** Determination of Apparent Successful Bidder

2. Administrative Compliance Evaluation

- (a) The Purchaser will evaluate the Bidder's Administration Volume in accordance with SECTION 4.5 of the *General Bidding Instructions*.

3. Technical (Compliance) Evaluation

- (a) In addition to SECTION 4.6(b) of the *General Bidding Instructions*, the Purchaser will evaluate the Bidder's Technical Volume as follows.

- (1) Technical Approach
 - (i) The Technical Approach will be evaluated on a pass/fail (compliant/non-compliant) basis.
 - (ii) Evaluation will verify whether the lowest priced bid meets all minimum mandatory technical requirements as specified in the solicitation. The Purchaser will evaluate the Technical Approach in accordance with SECTION 3.2(a)(2)(i) of this *Project-Specific Book I* and SECTION 4.6(b) of the *General Bidding Instructions*.

4. [Pick Corporate Experience or not applicable]

5. Price Evaluation

- (a) The Purchaser will evaluate the Bidder's Price Volume in accordance with SECTION 4.8 of the *General Bidding Instructions*.

6. Determination of Apparent Successful Bidder for Contract Award

- (a) The determination of apparent successful Bidder for contract award is in accordance with SECTION 4.9 of the *General Bidding Instructions*.

END OF SECTION 4



[Pick Classification]

[Solicitation Number]

Book I – Project-Specific Bidding Instructions
Annex A – Appendices

ANNEX A Appendices

[Pick list of Appendices with or without Corporate Experience Reference (CER) form]