

14 Jun 2016

FC(PROC)(2016)0119

To: NATO Delegations  
Attn. Secretaries of Delegations (as listed at annex 1)

Cc: As listed at annex 1

From: Head of Procurement

Subject: Request for Proposal (RFP) 2016-11153 – Professional Services For Applications Delivery & Support - Framework Agreement

Ref.: A: EM(2010)0285-REV1 - NATO IS Procurement Manual

### Purpose

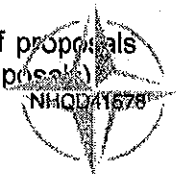
1. In accordance with the provisions of Article XXXII of the NATO Financial Regulations and Financial Rules and Procedures for the NATO International Staff (IS), we are pleased to inform you that the RFP stated above has been issued by the NATO IS Procurement Service.
2. The purpose of this RFP is to award a contract for the provision of professional services for the implementation and support of ERP applications, interfaces, and extensions.
3. An electronic version of the RFP has been posted on the NATO IS Business Opportunities web-site <http://www.ebidexchange.com/NATO>. Please, contact the Procurement Service if you do not have a user account to access this web-site.

### Governing Rules and Eligibility

4. This procurement action will follow the International Competitive Bidding procedure specified in Reference A.
5. To be eligible to participate in the bidding process, Bidders must:
  - a. Be from one of the 28 NATO Member Nations (this would also apply to any sub-contractors), and be in sound legal and financial standing; and
  - b. Have performed at least three contracts within the last five years substantially similar in scope to the requirements described in this solicitation; and
  - c. Have sufficient capacity and resources to provide the services specified in the SOW.
6. Bidder's personnel proposed for the performance of services under the contract must have the minimum qualifications stated in Part III of the RFP. All personnel that will perform work at NATO facilities for a period of more than one day or who will have access to classified information or who will have access (including remotely) to NATO networks must be in possession of a valid NATO security clearance up to NATO SECRET level, at least 30 days before their start of work under the contract.

### Proposal content and closing date

7. Detailed instructions regarding the preparation, submission, and evaluation of proposals are provided in Part I of the RFP (Instructions for the Preparation and Submission of Proposals).



8. Aside from proof of the eligibility requirements stated above, Bidders must also provide the following main documentation as part of their proposals (see Part I, Section 4, of the RFP for further details about the mandatory composition of proposals):

- a. Statements of legal and financial condition and other statements and certificates required to verify Bidder's financial and legal standing;
- b. Data on relevant past performance and a description of corporate capabilities, resources, and subcontracting arrangements;
- c. Information about proposed resources and capabilities;
- d. Elaboration of any deviations to the terms and conditions of the proposed contract;
- e. Service approach and methodology;
- f. Task order proposals;
- g. Price proposal; and
- h. Signed contract document.

9. Proposals are due on 13 July 2016, at 15h00 (Brussels time). Final selection and contract award is expected in September 2016. The contract will be effective for a period of five years with the possibility of five one-year extension options up to a maximum of 10 years.

#### **Evaluation Criteria and Contract Award**

10. Bidders will be evaluated on the documentation submitted and other information available to the Organization (e.g. verification of past performance references). Considerations include: understanding of requirements and proposed approach; resources and capabilities as well as the commitment expressed through their proposals for the initial task orders, past performance; contract risks; and the proposed financial terms.

11. The contract will be awarded to the Bidder whose proposal represents the best value in accordance with the factors specified in the solicitation. The detailed proposal evaluation factors, their relative importance, and the phases of the source selection process are described in Part I, Section 8, of the RFP.

#### **Point of Contact and List of Prospective Bidders**

12. The Point of Contact for questions and information concerning this RFP is:

Mr. Javier CARRASCO PENA  
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13. We would be grateful if you could invite any eligible national firms who might be interested in this solicitation of offers to contact the point of contact stated above in order to be included in the list of prospective Bidders or to register directly at the NATO Business Opportunities web-site through the URL specified in paragraph 3 above.

(Signed) J. Carrasco Pena

Annexes:

Annex 1: Distribution List