



NATO UNCLASSIFIED

**Acquisition**

Yseult.godimus@ncia.nato.int

Telephone: +32 (2) 65 44 61 03

NCIA/ACQ/2016/1470

9 August 2016

To: Distribution List

From: The General Manager, NCI Agency

Subject: **Invitation for Bidding IFB-NCIA-ET-16-03 – Provision of commercial training solutions.**

Dear Sir/Madam,

1. Your firm is hereby invited to participate in an IFB for the provision of support for the NCI Agency's provision of commercial training solutions.
2. The award will be based on the proposal evaluated as the lowest price, technically compliant in accordance with the selection criteria set forth in the Bidding Instructions.
3. **THE CLOSING TIME FOR SUBMISSION OF BIDS IN RESPONSE TO THIS INVITATION FOR BIDDING IS 1730 HOURS (BRUSSELS TIME) on Monday 26<sup>th</sup> September 2016.**
4. This Invitation for Bidding consists of the Bidding Instructions (Book I) and the Prospective Contract (Book II). The Prospective Contract contains the Schedule of Supplies and Services (Part I), Contract Special Provisions (Part II), Contract General Provisions (Part III), and the Statement of Work (Part IV). The Statement of Work and the Annexes thereto set forth detailed specifications governing the performance requirements of the contract.
5. The overall security classification of this bid is "NATO UNCLASSIFIED." This Invitation for Bidding remains the property of the NCI Agency and shall be protected in accordance with the applicable national security regulations.
6. The Bidders have the right to request IFB clarifications as outlined in section 2.6 of the Bidding Instructions (Book I) until the 2<sup>nd</sup> of September 2016 COB.
7. You are requested to complete and return the enclosed acknowledgement of receipt within three (3) days of receipt of this IFB, informing NCI Agency of your intention to bid/not to bid. Your firm is not bound by its initial decision, and if you decide to reverse your stated intention at a later date, you are requested to advise us by a separate letter.
8. Prospective Bidders are advised that the NCI Agency reserves the right to cancel this IFB at any time in its entirety and bears no liability for bid preparation costs incurred by firms or any other collateral costs if bid cancellation occurs.
9. All Bids shall be in the possession of the Purchaser at the address given in Book I - section 2 - paragraph 2.3.2 **before 1730 hours (Brussels Time) on Monday 26<sup>th</sup> September 2016** at which time and date bidding will be closed.

N A T O U N C L A S S I F I E D

**N A T O U N C L A S S I F I E D**

10. The Purchaser point of contact for all information concerning this IFB is:

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NCI AGENCY  
Building 302 Annex Room 110  
7010 SHAPE  
Belgium  
Attn.: Yseult Godimus, Contracting Officer  
Tel : +32 (0)2 65 44 61 03  
E-mail : [yseult.godimus@ncia.nato.int](mailto:yseult.godimus@ncia.nato.int)

FOR THE GENERAL MANAGER:



Wardrias Little  
Principal Contracting Officer

Attachment A

Acknowledgement of Receipt of Invitation for Bidding

IFB-NCIA-ET-16-03

Please complete and return within three (3) days by: e-mail: [yseult.godimus@ncia.nato.int](mailto:yseult.godimus@ncia.nato.int) for the attention of Yseult GODIMUS.

We hereby advise that we have received Invitation for Bidding **IFB-NCIA-ET-16-03** on ....., together with all enclosures listed in the Table of Contents.

CHECK ONE

- { } As of this date and without commitment on our part, we do intend to submit a bid.
- { } We do not intend to submit a bid.
- { } We are reviewing the requirements of the IFB and will notify you of our decision as soon as possible.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_

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**Attachment B**

**Distribution List**

**Authorised bidders**

**NATO Delegations**

Each delegation 1

**Distribution for information**

**NATO HQ**

**NATO Office of Resources**

Management and Implementation Branch 1

Attn: Deputy Branch Chief 1

**Director, NATO HQ C3 Staff**

Attn: Executive Co-ordinator 1

**SACTREPEUR**

Attn: Infrastructure Assistant 1

**BUDGET COMMITTEE**

Attn: BC Adviser 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

N A T O U N C L A S S I F I E D

ACQ CA (L. Nicolas)	1
ET Project Manager (K. Lenarczyk)	1
ET Project Manager (M. Wolfs)	1
Financial Controller (A.-M. Pick)	1
Executive Management/ NLO (C. Uish)	1
Administrator Contracts Award Board (M.-L. Le Bourlot)	1
Registry	1

**NCI Agency – All NATEXs**