



**Acquisition**

NATO Communications and Information Agency

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NCIA/ACQ/2017/887

20 January 2017

## **Notification of Intent**

### **IT Asset Disposal**

#### **IFB-NCIA-DSO-17-01**

**Estimated Value: Concession type of contract**

**Period of performance: 1 base year+ 4 (one year option)**

The NCI Agency is the provider of NATO-wide IT services and state-of-the-art C4ISR capabilities including cyber and missile defence. In strengthening the Alliance, the Agency applies industry best practices and provides a full life-cycle approach: from analysis and concept development, through experimentation and capability development, to operations and maintenance for both missions and exercises.

The Agency has a requirement for IT Asset Disposal all over NATO locations

The formal IFB is planned to be issued in February 2017 with a Bid Closing Date end of April 2017 and Contract Award May 2017.

Principal Contracting Officer:

E-mail: [alain.courtois@ncia.nato.int](mailto:alain.courtois@ncia.nato.int)

Contracting Officer:

E-mail: [yseult.godimus@ncia.nato.int](mailto:yseult.godimus@ncia.nato.int)



NATO Communications  
and Information Agency  
Agence OTAN d'information  
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[www.ncia.nato.int](http://www.ncia.nato.int)

**To:** Distribution List

**Subject:** Notification of Intent to Invite Bids for International Competitive Bidding

### **IT Asset Disposal**

#### **IFB-NCIA-DSO-17-01**

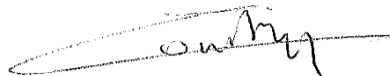
1. Notice is hereby given of the intent of the NCI Agency, to issue an Invitation for International Bid in relation to the IT Asset Disposal.
2. A summary of the requirements of this Invitation for Bid (IFB) is set forth in Annex A, attached to this letter.
3. The reference for the Invitation for Bid is IFB-NCIA-DSO-17-01, and all correspondence concerning this IFB should reference this number.
4. The type of contract which is intended to be placed is a concession type of contract.
5. NCI Agency will use International Competitive Bidding (ICB) Procedure for this concession contract with a source selection process of best return on investment for NATO, technically compliant.
6. It is planned to place a single concession for the entire scope of work. No partial bidding will be allowed.
7. The formal IFB is planned to be issued in February 2017 with a Bid Closing Date end of April 2017 and Contract Award (Concession) in May 2017.
8. Bidders are advised that there will be a tentative bid validity of 6 months from the closing date for receipt of bids. Should the selection and award procedure extend beyond 6 months after the Bid Closing Date, firms will be requested to voluntarily extend the validity of their bids. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.
9. National responsible authorities are kindly requested that the NCI Agency be provided with Declarations of Eligibility, not later than 15<sup>th</sup> of February 2017 of qualified and certified firms which are interested in bidding for this project. In addition to the certifications of the firm's security clearance required under this NOI, the Declarations of Eligibility shall include the following information for each of the nominated firms: name of the firm, telephone number, fax number, e-mail

address and point of contact. This information is critical to enable prompt and accurate communication with prospective Bidders and should be sent to the following address:

NCI Agency  
Building 302 Annex Room 110  
7010 SHAPE, Belgium  
Attention:  
Contracting Officer  
E-mail: [yseult.godimus@ncia.nato.int](mailto:yseult.godimus@ncia.nato.int)

10. It is emphasised that requests for participation in this competition received directly from individual firms cannot be considered.
11. Any inquiries with regards to this notification should be made directly to the Contracting Officer, at email [yseult.godimus@ncia.nato.int](mailto:yseult.godimus@ncia.nato.int)
12. Your assistance in this procurement is greatly appreciated.

FOR THE GENERAL MANAGER:



Alain Courtois  
Principal Contracting Officer

**Attachment:**

Annex A- Summary of the Requirements

**NATO Delegations**

Each delegation 1

**Distribution for information**

**NATO HQ**

**NATO Office of Resources**

Management and Implementation Branch

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

DSO Project Manager (A. Marcos) 1

Financial Controller (A.-M. Pick) 1

Executive Management/ NLO (U. Craig) 1

Administrator Contracts Award Board (M.-L. Le Bourlot) 1

Registry 1

**NCI Agency – All NATEXs**

## ANNEX A – SUMMARY OF REQUIREMENTS

### 1. Background

The NCI Agency is the provider of NATO-wide IT services and state-of-the-art C4ISR capabilities including cyber and missile defence. The Agency applies industry best practices and provides a full life-cycle approach: from analysis and concept development, through experimentation and capability development, to operations and maintenance for both missions and exercises and finally decommissioning and disposal of Assets.

The NCI Agency is looking towards a single IT Asset Disposition (ITAD) Vendor to support the disposition of CIS/ICT hardware assets across the geographical footprint of NATO.

### 2. Scope

The Agency is looking for an ITAD Vendor that can:

- Support NCI Agency in managing the reuse or final disposition of surplus CIS/ICT assets, providing unique and tangible benefits to the Agency.
- The NCI Agency is looking for the best Return on Investment (ROI) resulting from the disposal of IT equipment.
- Cost effective process to deal with redundant CIS/ICT equipment at zero cost to the NCI Agency.
- Ensure all equipment is clearly sanitized or destroyed to prevent unauthorized access or breaches of security related to NATO.
- Provide an Auditable Trail.
- Dispose in accordance with International and Local Environmental Standards.

The Contractor shall provide the following:

To ensure efficient management of Waste Electrical and Electronic Equipment (WEEE) and give NCI Agency Assurance and Compliancy, a suitable ITAD Vendor should provide proof of certification in some of the following:

ISO 27001	Certification for Information Security Management
ISO 14001	Certification for Environmental Management System
ISO 18001	Certification for Occupational Health and Safety
ISO 9001	Certification of Quality Management
Government	Certification for handling high level government/military data
Government	Certifications/approval/standards – e.g. CESG/NIST/DIN/NIST
R2	Responsible Recycling/Recycling Industry Operating Standard
ADISA	Asset Disposal and Information Security Alliance
E-Stewards	Responsible Recycling and Reuse of Electronic Equipment

### 3. Type of Contract

The Contract will be a concession type of contract.

#### **4. Period of Performance**

The Contractor performance period will be base period (from the concession award to 31 December 2017) plus 4 one year Option.