



Acquisition

NATO Communications and Information Agency

7010 SHAPE, Belgium

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NCIA/ACQ/926

8 March 2016

**Notification of Intent
NATO Wide VTC Support Services**

IFB-NCIA-NSII-16-02

**Estimated Annual Value: €1,300,000
Period of performance: 1 base year + 4 options**

The NATO Communications and Information Agency (NCI Agency) is responsible for the in-service support of major NATO Communications and Information Systems, most of which being under the management and monitoring of the Network Services and Infrastructure (NSII) Service Line (SL), located at SHAPE (Mons, Belgium). The NSII SL is responsible for the management, monitoring and maintenance of the NATO communications infrastructure.

The Agency has a requirement to procure the hardware and software support required to operate and maintain the existing Video Teleconferencing (VTC) products and software/programming support for the associated Audio/Video equipment used in NATO networks (static networks, deployable systems (DCIS) and in NATO theatres of operation).

The formal IFB is planned to be issued in beginning April 2016 with a Bid Closing Date 2nd half of May 2016 and Contract Award end of June 2016.

Principal Contracting Officer:

E-mail: alain.courtois@ncia.nato.int

Contracting Officer:

E-mail: anne.seguin@ncia.nato.int



NATO Communications
and Information Agency
Agence OTAN d'information
et de communication
Avenue du Bourget 140
1140 Brussels, Belgium
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To: Distribution List

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

NATO Wide VTC Support Services.

IFB-NCIA-NSII-16-02

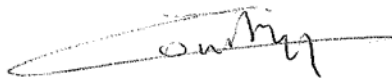
1. Notice is hereby given of the intent of the NATO CI Agency, to issue an Invitation for International Bid in relation to the provision of NATO Wide VTC Support Services.
2. A summary of the requirements of this Invitation for Bid (IFB) is set forth in Annex A, attached to this letter.
3. The reference for the Invitation for Bid is **IFB-NCIA-NSII-16-02**, and all correspondence concerning this IFB should reference this number.
4. The estimated cost for the services and deliverables included within the basic scope of the intended contract is EUR 1,300,000 per year. The contract will include four one-year options.
5. NCI Agency will use International Competitive Bidding (ICB) Procedure for this procurement with a source selection process of lowest price technically compliant.
6. It is planned to place a single contract for the entire scope of work. No partial bidding will be allowed.
7. The formal IFB is planned to be issued in beginning April 2016 with a Bid Closing Date 2nd half of May 2016 and Contract Award end of June 2016.
8. National Authorities are advised that the IFB package will be NATO UNCLASSIFIED. However, execution of the proposed contract will require unescorted access and work of contractor personnel at NATO Class II security areas and personnel of the winning bidder will be required to hold individual security clearances of "NATO SECRET". Only companies maintaining appropriate personnel clearances will be able to perform the resulting contract.
9. 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.

10. National responsible authorities are kindly requested that the NCI Agency be provided with Declarations of Eligibility, not later than 1st of April 2016 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:

NATO CI Agency
Building 302 Annex Room 110
7010 SHAPE, Belgium
Attention:
Contracting Officer
E-mail: anne.seguin@ncia.nato.int

11. It is emphasised that requests for participation in this competition received directly from individual firms cannot be considered.
12. Any inquiries with regards to this notification should be made directly to the Contracting Officer, at email anne.seguin@ncia.nato.int
13. 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
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Distribution for information

NATO HQ

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Attn: Deputy Branch Chief (Lorna Hayes)	1
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Director, NATO HQ C3 Staff

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SACTREPEUR

Attn: Infrastructure Assistant	1
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NCI Agency

DACQ (P. Scaruppe)	1
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Legal Adviser (S. Rocchi)	1
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ACQ PCO (A. Courtois)	1
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ACQ CO (A. Seguin)	1
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NSII Project Manager (D. Frederiksen)	1
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NSII Project Manager (E. DeClerck)	1
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Financial Controller (A.-M. Pick)	1
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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 NATO Communications & Information Agency (NCI Agency) is responsible for the in-service support of major NATO Communications and Information Systems, most of which being under the management and monitoring of the Network Services and IT Infrastructure (NSII) Service Line (SL), located at SHAPE (Mons, Belgium).

The Agency has a requirement to procure the hardware and software support required to operate and maintain the existing Video Teleconferencing (VTC) products and software/programming support for the associated Audio/Video equipment used in NATO networks (static networks, deployable systems (DCIS) and in NATO theatres of operation).

2. Scope

The Statement of Work (SoW) covers the hardware and software support required to operate and maintain the existing Video Teleconferencing (VTC) products and associated audio/video equipment used in NATO networks (static networks, deployable systems and in NATO theatres of operation).

The Statement of Work defines Contractor tasks and deliverables for providing limited Contractor Logistic Support (CLS) services for a selection of NATO-owned and NATO-member nation owned, NATO-operated VTC and associated A/V equipment and software (i.e. Polycom, CISCO, and Crestron).

The following CLS services are covered by this SOW:

- a) CLS programme planning and management;
- b) procurement, delivery and management of VTC Support Contracts;
- c) procurement and delivery of VTC equipment;
- d) procurement and delivery of VTC software and software licenses;
- e) provision of hardware maintenance;
- f) provision of software maintenance;
- g) provision of on-site technical support;
- h) provision of remote technical assistance;
- i) CLS performance reporting and reviews.

3. Type of Contract

The Contract will be structured in the form of a framework contract. The framework will define a set of basic, mandatory CLS services as well as optional CLS services. Optional services will be exercised by the Purchaser through the issuing of separate Task Orders.

The services referenced at b), c), d) and g) include optional tasks and deliverables, to be exercised by the Purchaser by the issuing of Task Orders, and to be invoiced by the Contractor, separately.

4. Period of Performance

The Contractor performance period will be one year, starting from day of Contract Award, followed by four optional years of CLS as specified in the Schedule of Supplies and Services (SSS).

Start date of contract will be 1st of January 2017.