

9 March 2016

FC(PROC)(2016)0045

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) 2016-6746 – General Contractor for the Building Z Refurbishment Project

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 to a General Contractor which will be responsible for the execution of the works of refurbishment of the Building Z in order to accommodate the delegations of NATO partner nations.
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 (3) contracts within the last ten (10) years substantially similar in scope to the requirements described in this solicitation;
 - c. Being in possession, or satisfying the conditions and having imitated the required clearance application process in order to be in possession, of a valid NATO facilities clearance and sufficient NATO security cleared personnel so as to comply with the security requirements specified in the prospective contract
 - d. Have sufficient capacity and resources to provide the services specified in the SOW.

Proposal content and closing date

6. 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)



7. 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. Information about proposed approach and organization;
- e. Subcontracting plan
- f. Elaboration of any deviations to the terms and conditions of the proposed contract;
- g. Implementation plan and assumptions; and
- h. Price proposals and price related information.

8. Proposals are due on 9 May 2016, at 15h00 (Brussels time). Final selection and contract award is expected in the fourth quarter of 2016.

Evaluation Criteria and Contract Award

9. 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, past performance; contract risks; and the proposed financial terms.

10. The contract(s) will be awarded to the responsible Bidder(s) whose conforming proposal represents the best value after evaluation in accordance with the factors and sub-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

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

Mr. Yves VAN SCHENDEL
Email: yanschendel.yves@hq.nato.int
Tel: +32-2-707-4202
Fax: +32-2-707-4927
NATO HQ – Procurement Service - CB 2600
Boulevard Leopold III, 1110 Brussels, Belgium

12. 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 thru the URL specified in paragraph 3 above.

(Signed) J. Carrasco Pena

DISTRIBUTION LIST

To NATO Nations as selected by "X":

Albania	X
Belgium	X
Bulgaria	X
Canada	X
Croatia	X
Czech Republic	X
Denmark	X
Estonia	X
France	X
Germany	X
Greece	X
Hungary	X
Iceland	X
Italy	X
Latvia	X

Lithuania	X
Luxembourg	X
Netherlands	X
Norway	X
Poland	X
Portugal	X
Romania	X
Slovak Republic	X
Slovenia	X
Spain	X
Turkey	X
UK	X
US	X

Copy to NATO Staff as selected by "X"

Financial Controller, NATO-IS	Chagnot IS-OFC Financial Controller	X
Head of Procurement, NATO IS	Carrasco Pena IS-OFC PROC Head	X
Building Z Project Manager	Keymeulen IS-DI (HQPO)	X
Procurement Officer, NATO IS	Van Schendel IS-OFC(PROC)	X
Director, HQPO	Carruth IS-DI(HQPO)	X

