

NCIA/ACQ/2023/06534

30 January 2023

To : See Distribution List

Subject : **Bidders Conference**
Leased Transmission Services – Revisited (LTX-R)
IFB-CO-115754-LTX-R

Reference(s) : A. Notification of Intent (NOI), NCIA/ACQ/2022/07077, dated 09 August 2022
B. IFB-CO-115754-LTX-R, NCIA/ACQ/06451, dated 20 December 2022

Dear Bidders,

1. The NCI Agency is pleased to invite you to a Bidder Conference, to be held in Brussels on **Monday, 06 February 2023, from 09:00 to 17:00**. This event will be held at the NATO Headquarter, Boulevard Léopold III, 1110 Brussels, Belgium.
2. Please note that all participants must be registered by your company for the conference through Attachment B to the Cover Letter of IFB-CO-115754-LTX-R distributed at Reference B. Bidder participation will be **limited to 2 (two) individuals per Bidder**.
3. Please note that Processing through the Security Office may take some time and participants are kindly requested to **arrive at 8:30 at the South Guard Entrance Boulevard Léopold III**.
4. Please bring a valid **ID or Passport**.
5. Please wait at the South Guard Entrance after passing the Security Office and receiving your visitor badge, you will be accompanied to the conference room.
6. A wireless internet connection is available throughout NATO HQ. The login and password can be obtained upon request at the Security Desk where the badge is handed out.
7. Suitcases, briefcases, etc. can be either left at the South Guard entrance or taken along in the NATO HQ but shall not be left unattended except inside the conference room.
8. Refreshments will be provided during the coffee breaks.
9. Lunch will not be provided but can be bought in the cafeteria and snacks can be bought at the minimarket and cafés.

NATO Communications and Information Agency

Boulevard Léopold III
1110 Brussels
Belgium
www.ncia.nato.int

10. Prospective bidders are informed that the participation to this event is not mandatory for bidding purpose and non-participation does not prevent any firm from submitting a compliant Bid.
11. The Point of Contact for this event is the undersigned. I can be reached at +32 477 997 597, ole.hubner@ncia.nato.int.

For the Chief of Acquisition

Ole Hubner
Senior Contracting Officer

Enclosures:
preliminary Agenda

Preliminary Agenda Bidders Conference IFB-CO-115754-LTX-R	
08:30	Registration
09:00	Welcome – NISC Business Area Lead
09:10	Safety & Security briefing
9:20	Administration and Purpose of the Event
9:30	IFB Package Structure
10:30	Break
11:00	Bidding Sheets
11:45	Introduction Technical Package
12:00	Management
12:30	Lunch Break
13:30	Engineering
14:00	Supportability
14:30	Break
15:00	Questions / Wrap up / Next Steps
17:00	End of the Conference



Distribution List for Bidders Conference

IFB-CO-115754-LTX-R

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