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NCIA/ACQ/2023/06566  
 08 February 2023

**To:** Prospective Bidder

**From:** Chief of Acquisition, NATO Communications and Information Agency (NCI Agency)

**Subject:** Request for Quotation (RFQ):  
 CORE GIS INCREMENT 3 MITIGATION PLAN (CG3M)

**RFQ-CO-115803-CG3M**

**References:**

- A** AC/4-D(2019)0004(INV), dated 4 July 2019, Procedure governing the use of BOAs
- B** NCI Agency NOI; NCIA/ACQ/2022/07261; dated 18 November 2022
- C** NCI Agency NOI Amendment 1; NCIA/ACQ/2022/07352; dated 23 November 2022

Dear Prospective Bidder,

You have been identified as a potential source for the Subject Request for Quote (RFQ). The scope of the project is described in the Statement of Work (SOW) attached to this letter.

Please note RFQ requirements below:

1. We would like to receive price information per the attached RFQ-CO-115803-CG3M Bidding Sheets. Bidder is to complete the yellow cells and shall neither alter nor adjust this spreadsheet.
2. **THE CLOSING TIME FOR ELECTRONIC SUBMISSION OF QUOTES IN RESPONSE TO THIS REQUEST FOR QUOTATION IS NLT WEDNESDAY, 22 FEBRUARY 2023, 17:30 HOURS (BRUSSELS TIME).**
3. Please submit your Quote by email to [emira.kapetanovic@ncia.nato.int](mailto:emira.kapetanovic@ncia.nato.int) with the Subject Line "RFQ-CO-115803-CG3M – DELIVER COTS TRAINING MATERIAL.
4. NATO is exempt from paying Value Added Tax (VAT) by virtue of its status stipulated in the provisions of the NCIO Charter, Article 67(c)(3), is exempt from all direct taxes (including VAT), and all customs duties on merchandise imported or exported. This provision reads as follows: *"(c) Each participating member state shall, according to the terms of the Ottawa Agreement: (3) grant to the NCIO under the terms of Articles IX and X of the Ottawa Agreement, exemption from all direct taxes (except rates, taxes or dues which are no more than charges for public utility services) from the*



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 and Information Agency  
 Agence OTAN d'information  
 et de communication  
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 1110 Brussels, Belgium  
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*taxes on the sale of movable and immovable properties, and from customs and excise duties in respect of equipment imported or exported by the NCIO or to appointed agents". Bidders shall therefore exclude from their Firm-Fixed Rate quotation all taxes, duties and customs charges from which the Purchaser is exempted.*

5. Bidders will be required to declare a quote validity of six (6) months from closing date for receipt of quotes. If the selection and award procedure exceed the bid closing date by more than six (6) months, companies may be requested to voluntarily extend the validity of their bids. Bidders may decline to do so, withdraw their quote and excuse themselves from the bidding process without penalty.
6. The evaluation procedure conducted under this RFQ will be the Lowest Priced Technically Compliant Bid.
7. NCI Agency intends to award a Firm Fixed-Price **Purchase Order** as a result of this RFQ. The NCI Agency General Provisions for Purchase Order(s) will apply. In case you receive our Purchase Order, invoice will have to be submitted electronically to [accountspayable@ncia.nato.int](mailto:accountspayable@ncia.nato.int) referencing the NCI Agency Purchase Order number.
8. Any questions or clarifications must be submitted via email to undersigned before close of business on 15 February 2023. Responses to questions received shall be shared with all Prospective Bidders. The Purchaser is under no obligation to answer requests for clarification submitted after this time.
9. English is the official NATO language and therefore the quotation has to be submitted in English.
10. The NCI Agency reserves the right to alter or cancel this RFQ in its entirety at any time and bears no liability for proposal preparation costs incurred by your firm or any other collateral costs if such cancellation occurs. No obligations can be derived from this letter, however by sending a quote you are accepting our General Provisions for Purchase Order(s), which are attached.

We look forward to receiving your Quote.

For the Chief of Acquisition:



Emira Kapetanovic  
Principal Contracting Assistant

**Attachment(s):**

- A) Certificate of Bid Validity
- B) Final Bidders List for RFQ-CO-115803-CG3M
- C) RFQ-CO-115803-CG3M Bidding Sheets
- D) RFQ-CO-115803-CG3M Statement of Work (SOW)
- E) RFQ-CO-115803-CG3M Purchase Order Terms and Conditions for Supplier

**RFQ-CO-115803-CG3M**

**Distribution List**

- **Bidders List**
- **NATO Delegations (Attn: Infrastructure Adviser):**
  1. Albania
  2. Belgium
  3. Bulgaria
  4. Canada
  5. Croatia
  6. Czech Republic
  7. Denmark
  8. Estonia
  9. France
  10. Germany
  11. Greece
  12. Hungary
  13. Iceland
  14. Italy
  15. Latvia
  16. Lithuania
  17. Luxembourg
  18. Montenegro
  19. The Netherlands
  20. North Macedonia
  21. Norway
  22. Poland
  23. Portugal
  24. Romania
  25. Slovakia
  26. Slovenia
  27. Spain
  28. Türkiye
  29. United Kingdom
  30. United States
- **NATO HQ**

NATO Office of Resources, Management and Implementation Branch,  
Attn: Deputy Branch Chief  
Director, NATO HQ C3 Staff, Attn: Executive Coordinator  
SACTREPEUR, Attn: Infrastructure Assistant  
SHAPE, Attn: J3 & J2
- **Strategic Commands**

HQ SACT Attn: R&D Contracting Office  
ACO Liaison Office
- **All NATEXs**
- **NCI Agency – Internal**

**ATTACHMENT A**  
**RFQ-CO-115803-CG3M**  
**Certificate of Bid Validity**

I, the undersigned, as an authorised representative of the firm submitting this Quotation, do hereby certify that the pricing and all other aspects of our Quote will remain valid for a period of six (6) months from the Bid Closing Date of this Request for Quotation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**ATTACHMENT B**  
**RFQ-CO-115803-CG3M**  
**FINAL BIDDERS LIST**

<b>COUNTRY</b>	<b>VENDOR</b>
<b>BELGIUM</b>	ATOS
	Brevco Services
	Eurocity
	Luciad n.v.
	Sopra Steria Benelux
	UNIFY COMMUNICATIONS
	DELOITTE CONSULTING AND ADVISORY
	DUSTIN (CENTRALPOINT) BELGIË
	G.I.M. - GEOGRAPHIC INFORMATION MANAGEMENT
	IBM BELGIUM
<b>CANADA</b>	Compusult Limited
<b>FRANCE</b>	AIRBUS DEFENCE & SPACE SAS
	Global Technologies
	SOPRA STERIA
<b>GERMANY</b>	CGI DEUTSCHLAND LTD. & CO. KG
	ESG Elektroniksystem - und Logistik GmbH
	Intec Industrie-Technik GmbH & Co KG
<b>ITALY</b>	Engineering Ingegneria Informatica S.p.A
	SIRTI SpA
<b>LATVIA</b>	DATI Group, LLC
<b>NETHERLANDS</b>	NCIM-Groep
<b>POLAND</b>	Asseco Poland S.A.
<b>ROMANIA</b>	SC SIVECO Romania SA
	KranszWald
<b>SPAIN</b>	Indra Sistemas S.A.
	TECNOBIT
<b>TURKEY</b>	Atos Bilisim Danismanlik ve Müsteri Hizmetleri San Ve Tic A.S.
<b>UNITED KINGDOM</b>	Helyx Secure Information Systems Limited
<b>UNITED STATES</b>	BahFed Corp.
	Blue Canopy Group, LLC
	Creative Information Technology, Inc.
	ESRI Inc. (USA)

CLIN Number	CLIN DESCRIPTION	Firm Fixed Price
Declare Currency =>		
<b>Grand Total Firm Fixed Price</b>		-
CLIN 1	Esri Commercial-Off-The-Shelf (COTS) Training Materials	-
<b>Total Firm Fixed Price</b>		-

RFQ-CO-115803-CG3M CLIN Summary									
CLIN	Description	SOW Reference	Required Completion Date	Delivery Destination	Delivery Form	Unit of measure	Quantity	Unit Price	Total Firm Fixed Price
<b>Declare Currency =&gt;</b>									
<b>CLIN 1</b>	<b>Esri Commercial-Off-The-Shelf (COTS) Training Materials</b>								
1.1	Esri COTS training material for CoreGIS - Using ArcPro (basic)	3 & Annex A	EDC+4 weeks	NCI Agency The Hague	Electronic	Lot	1		
1.2	Esri COTS training material for CoreGIS - Data Processing	3 & Annex A	EDC+4 weeks	NCI Agency The Hague	Electronic	Lot	1		
1.3	Esri COTS training material for CoreGIS - Data Management	3 & Annex A	EDC+4 weeks	NCI Agency The Hague	Electronic	Lot	1		
1.4	Esri COTS training material for CoreGIS - System Admins	3 & Annex A	EDC+4 weeks	NCI Agency The Hague	Electronic	Lot	1		
<b>TOTAL PRICE CLIN 1</b>									-
<b>Total Firm Fixed Price</b>									-



**RFQ-CO-115803-CG3M**

**CORE GEOGRAPHICAL INFORMATION SERVICES  
INCREMENT 3 MITIGATION PLAN (CG3M) –  
DELIVER TRAINING MATERIAL**

**STATEMENT OF WORK (SOW)**



## 1. INTRODUCTION

- 1.1. NATO Core Geographical Information Service (GIS) is the central Geospatial Information System within NATO. It provides NATO customers with a portfolio of services, geospatial data, and geospatial products. NATO Core GIS supports the complete geospatial information lifecycle to ensure that all phases of military operations are conducted on the same spatial reference. It addresses two main user communities: Specialised Geospatial Sections and the broad community of Functional Service (FS) users.
- 1.2. NATO Core GIS is fully Commercial-Off-The-Shelf (COTS) based, mainly using the ArcGIS product suite from Esri. The NATO Core GIS capability consists of:
  - 1.2.1. Cartographic Workshop components, which allow Geo experts from Specialised Geospatial Sections to create and maintain the Digital Geographic Information baselines, generate products and to publish and maintain geospatial services.
  - 1.2.2. The NATO Core GIS Server components which provide services such as Web Map Service (WMS), Web Feature Service (WFS), Web Coverage Service (WCS), Web Processing Services (WP) and storage infrastructure.
- 1.3. NATO missions and systems rely on the provision of mission critical mapping products, services and data through NATO Core GIS. In order to support the implementation and activation of NATO Core GIS in additional sites/locations the NATO Communications and Information Agency requires additional subject matter experts.

## 2. SCOPE

- 2.1. The Geospatial Services Branch requires training materials pertaining to ESRI Commercial-Off-The-Shelf (COTS) Training Materials in the context of the training preparation for the Core GIS Incr. 3 mitigation (CG3M) planned courses.
- 2.2. The Contractor shall deliver COTS training materials as described in Section 3 of the Statement of Work.
- 2.3. The training materials shall be designed for ArcGIS version 10.8.1 and for ArcPro version 2.8.

## 3. USAGE

- 3.1. The training materials shall conform to the requirements specified in the paragraphs 3.2.1-3.2.6.
- 3.2. The training materials/modules will be used as part of the final CG3M training courses as described below:
  - 3.2.1. Digital COTS training material, including slides, exercises, exercise data and student workbooks in editable formats like Word documents or PowerPoints files;
  - 3.2.2. All training material provided under this Contract shall be in English language;

- 3.2.3. Right to reprint by NATO as required to support the courses in scope;
- 3.2.4. Perpetual usage;
- 3.2.5. Unlimited number of students and courses although as an order of magnitude, the last year’s average numbers were 10 maximum courses per year with 100 students total per year;
- 3.2.6. Usage for on-site training courses hosted in the NCI Academy and NATO Headquarters (HQs).

3.3. The CG3M planned courses content is described in the table below. A selection of the relevant ESRI COTS materials is listed as an Annex A to this document.

CG3M Course	Planned Content	Duration	Distribution
<p><b>CoreGIS - Using ArcPro (basic)</b></p>	<p><b>ArcGIS Pro</b></p> <ul style="list-style-type: none"> <li>• Introduction to Pro (project structure, map navigation, data exploration)</li> <li>• Migration to Pro from ArcMap</li> <li>• Work with Geodatabases/shapefiles and manage tabular data</li> <li>• Perform basic feature and attribute editing tasks: projecting data, symbolizing (including labelling), selecting, editing geometry and attributes, create features from table</li> <li>• Perform basic vector data analysis tasks: buffer, intersection, spatial joins</li> <li>• Create a simple printable map</li> <li>• Share data with Pro</li> </ul>	<p>1 week</p>	<p>Classroom</p>
<p><b>CoreGIS Data Processing</b></p>	<ul style="list-style-type: none"> <li>• NATO Geo workflows (Exercise the latest SOPs)                             <ul style="list-style-type: none"> <li>- Introduction to ArcGIS Enterprise (Server)</li> <li>- Preparing data for publishing</li> <li>- Working with services</li> <li>- Caching</li> <li>- Geoprocessing Services</li> <li>- Sharing</li> </ul> </li> </ul>	<p>1 week</p>	<p>Classroom</p>
<p><b>CoreGIS Data Management</b></p>	<ul style="list-style-type: none"> <li>• Overview of CoreGIS</li> <li>• CONOPS for Core GIS                             <ul style="list-style-type: none"> <li>- data structure</li> <li>- data management                                     <ul style="list-style-type: none"> <li>- Searching for data</li> <li>- Acquisition Process</li> <li>- Data preparation   <ul style="list-style-type: none"> <li>- vector</li> <li>- Raster maps</li> </ul> </li> <li>- Imagery (incl. Geo Express)</li> <li>- Metadata</li> <li>- Publishing (basic)/sharing maps</li> </ul> </li> </ul> </li> </ul>	<p>1 week</p>	<p>Classroom</p>

	<ul style="list-style-type: none"> <li>• Understanding FAS GEO requirements/interfacing with FASs</li> <li>• Sharing:                         <ul style="list-style-type: none"> <li>- Portal</li> <li>- Dashboard</li> <li>- Story maps</li> </ul> </li> </ul>		
<b>CoreGIS for system admins</b>	<ul style="list-style-type: none"> <li>• Understand Core GIS system architecture and the role of the individual components</li> <li>• Be able to apply the RFC/CCP installation instructions to install and configure a fully functional Core GIS system.</li> </ul>	1 week	Classroom

**4. PERIOD OF PERFORMANCE**

4.1. The materials shall be delivered not later than 4 weeks of Effective Date of Contract award.

**5. DELIVERY**

5.1. The materials shall be delivered within 4 weeks after contract award.

5.2. Direct download or a copy in a physical hard drive are the preferable means of delivery to NCI Agency Project Manager at The NCI Agency, The Hague, Netherlands.

**6. NCI AGENCY POINTS OF CONTACT**

6.1. The NCI Agency Task Leader is Ms Ana Pinheiro at [Ana.Pinheiro@ncia.nato.int](mailto:Ana.Pinheiro@ncia.nato.int). Ms Pinheiro will be the primary points of contact. Contractual issues can be discussed with Ms Emira Kapetanovic at [Emira.Kapetanovic@ncia.nato.int](mailto:Emira.Kapetanovic@ncia.nato.int).

**Annex A – Selection of relevant ESRI COTS materials**

CG3M Course	ESRI COTS materials
CoreGIS - Using ArcPro (basic)	<ul style="list-style-type: none"> <li>• Migrating from ArcMap to ArcGIS Pro</li> <li>• ArcGIS Pro: Essential Workflows</li> </ul>
CoreGIS Data Processing	<ul style="list-style-type: none"> <li>• Sharing Content to ArcGIS Enterprise</li> <li>• ArcGIS 4: Sharing Content on the Web</li> <li>• ArcGIS Enterprise: Analysis Workflows for Intelligence</li> </ul>
CoreGIS Data Management	<ul style="list-style-type: none"> <li>• Preparing Data for GIS Applications</li> <li>• ArcGIS Online: Essential workflows</li> <li>• The following modules from Managing Geospatial Data:                             <ul style="list-style-type: none"> <li>- Improving data integrity with gdb structure</li> <li>- Associate nongeographic data with geographic data</li> <li>- Managing raster data</li> </ul> </li> </ul>
CoreGIS for System Administrators	<ul style="list-style-type: none"> <li>• The following modules from ArcGIS Enterprise: Administration Workflows:                             <ul style="list-style-type: none"> <li>- Web service fundamentals</li> <li>- Using workload separation</li> <li>- Web service internals and troubleshooting</li> <li>- Distributed collaboration</li> </ul> </li> <li>• The following modules from ArcGIS Enterprise: Configuring a Base Deployment:                             <ul style="list-style-type: none"> <li>- Managing users and groups</li> </ul> </li> </ul>

## PURCHASE ORDER TERMS AND CONDITIONS FOR SUPPLIER

1. All deliveries must be accompanied by a delivery note/packing list.
2. Deliveries shall be made DDP to destination.
3. Unless otherwise stipulated, inspection and reception take place at the time of delivery.
4. Ownership and title to all goods delivered under this order will pass to the Purchaser only upon Acceptance by the Contracting Authority. In such case as the goods have been delivered by the Supplier and offered for inspection and the Purchaser has either not made inspection or failed to provide written Acceptance or Rejection of the goods within 30 Days of delivery, the goods will be determined to have been accepted by the Purchaser.
5. Packing shall be adequate to protect goods, equipment or supplies from any damage during transport. The Supplier shall be solely responsible for damage due to inadequate packing. No packing materials will be returned.
6. The delivery dates specified on order forms must be strictly observed. Should delivery not be made within the prescribed time, the Organisation reserves the right either to cancel the order or to impose a penalty equivalent to 0.1% of the total value of the order per day late in achieving the deadline or milestone. The total penalty shall not exceed 5% of the total value of the order.
7. The Purchaser, by written notice, may terminate this order, in whole or in part, for failure of the Supplier to perform any of the provisions hereof. In such event, the Supplier shall be liable for damages, including the excess cost of re-procuring similar supplies or services, unless:
  - a. It is determined for any reason that the Supplier was not in default, or
  - b. The Supplier's failure to perform is outside his or his sub-contractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience.
8. All Orders are placed at firm fixed prices; no change of prices can be accepted while the order is being executed.
9. The supplier shall return one signed copy of the Purchase Order Form to NCI Agency, acknowledging acceptance of the order under the terms and conditions specified herein.
10. Prices on the invoice shall be exempt of all duties and taxes. Orders are executed under these conditions in accordance with the Belgian regulations governing the application of Articles 9 and 10 of the Ottawa Agreement.
11. Each invoice shall contain the purchase order number and following certificate: "*I certify that the above invoice is true and correct, that the delivery of the above described items has been duly carried out and the payment therefore has not been received.*" The certificate must be signed by a duly authorised company official and shall be followed by the words: "*Order placed for official use. Exemption from VAT Article 42, §3 & 3° of VAT Code for Belgium, or Article 151, §1 b of the Council Directive 2006/112 EC dd. 28 November 2006 on intra-community purchases and/or services.*" The Purchaser shall provide reasonable assistance in providing evidence/documents which might be required by the Contractor to ensure non- assessment of direct taxation; i.e. VAT Form 450 shall be provided to Belgian suppliers. A European VAT Certificate 15.10 shall be provided to the non-Belgian Member Countries of the EU, both for Supplies and Services over and above an amount of €123.95 per Purchase Order. In case of continuous supplies of water, gas and electricity and services of telecommunication and cable distribution, Certificate 15.10 shall be applicable to Belgian suppliers as well.
12. All invoice shall be sent to: [accountspayable@ncia.nato.int](mailto:accountspayable@ncia.nato.int)
13. Payment shall be made by the Purchaser by wire transfer after delivery and within 30 days of receipt of properly supported invoices. When submitting invoices, please indicate bank, branch address and International Bank Account Number.
14. Unless a specific warranty period has been agreed in the contract, the Contractor shall provide a standard commercial warranty.
15. NCI Agency, as an international organization, has immunity of jurisdiction before national court. All disputes in relation to this dispute shall therefore be settled by negotiations between the parties only.
16. This contract shall be governed by and construed in accordance with Belgian Law.