

NCIA/ACQ/2023/06678
14 March 2023

NOTIFICATION OF INTENT

Provision of Professional Corporate Event Services

IFB-CO-115881-NID

Intended Period of Performance: 1 base year + optional years

1 base event (4Q2024) + 4 optional events (2026-2029)

The NCI Agency is the provider of NATO-wide IT services and state-of-the-art C4ISR Capabilities, helping NATO and its member countries communicate, and work together to fulfil their mission – preserve peace and security for nearly one billion citizens. The Agency is on the frontline against cyber threats, protecting NATO's networks to prevent debilitating attacks. Our experts provide capabilities and services that are critical to NATO's ability to fulfil its core tasks of consultation, collective defence and crisis management. We achieve this by working in partnership with industry, academia and not-for-profit organizations.

For the scope of this upcoming opportunity, the Agency is seeking a Contractor to provision professional corporate event services to support the successful organization and operation of the NCI Agency flagship event with Defense and C4ISR Industry.

The NCI Agency anticipates issuing the formal Invitation For Bid (IFB) in April/May 2023 with a Bid Closing Date in May/June 2023 and an anticipated Contract Award by September 2023.

NCI Agency Point of Contact (POC):

Senior Contracting Officer: Sarah Hazebroek

E-mail: IFBCO115881NID@ncia.nato.int

To : Distribution List

Subject : **NOTIFICATION OF INTENT (NOI) TO INVITE BIDS, for the
“Provision of professional corporate event services”**

IFB-CO-115881-NID

1. The NATO Communications and Information Agency (NCI Agency) hereby gives notice of its intent to issue an Invitation for Bid (IFB) in relation to the provision of Professional Corporate Event Services.
2. A summary of the requirements of the Invitation for Bid is set forth in Annex A, attached to this letter. These requirements are being refined and detailed as part of the preparation of the Invitation for Bid.
3. The reference for the Invitation for Bid will be **IFB-CO-115881-NID**, and all correspondence concerning this IFB should reference this number.
4. The intent is for the service provider to cater for all economic and financial risks associated with running the event. Currently the Agency envisages that the revenue will derive from the sale of exhibition space, conference fees and sponsorship opportunities.
5. The period of performance foresees a first event in 2024 (4Q), followed by 4 events over 2026-2029 (optional).
6. For source selection, the NCI Agency will use the International Competitive Bidding (ICB) principles, with Best Value Bid Evaluation methodology.
7. It is planned to place a single contract for the entire scope of work. No partial bidding will be allowed.
8. The IFB is planned to be issued April/May 2023, with an anticipated Bid Closing Date May/June 2023 and expected Contract Award in September 2023.
9. National Responsible Authorities are kindly requested that the NCI Agency be provided with Declarations of Eligibility (DoE), **not later than 11 April 2023** of qualified and certified firms which may be interested in receiving an Invitation for Bid for this project. Firms that wish to participate in this procurement must be nominated to the NCI Agency through their national authority/delegation to NATO and such nomination must be accompanied by a DoE executed by their national authorities.
10. National Authorities are advised that the IFB package is classified as NATO Unclassified.
11. In addition under this NOI, the Declarations of Eligibility should include the following information: Name of the Firm, Telephone number, E-mail address and Point of Contact within each of the nominated firms. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent to the following address:

NATO Communications and Information Agency
Attention: Sarah Hazebroek
e-mail: IFBCO115881NID@ncia.nato.int

12. It is emphasized that requests for participation in this competition received directly from individual firms cannot be considered.

13. It is accentuated that none of the work, including project design, labour and services shall be performed other than by firms and personnel (including subcontracts) from and within NATO nations.
14. Bidders will be required to declare a bid validity of six (6) months from closing date for receipt of bids. If the selection and award procedure exceed the bid closing date by more than six (6) months, firms may be requested to voluntarily extend the validity of their bids accordingly. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.
15. Your assistance in this procurement is greatly appreciated.

FOR THE CHIEF OF ACQUISITION:

Alain Courtois
Principal Contracting Officer

Attachment(s):

Annex A - Summary of Requirements

Distribution List

NATO Delegations: (Attn: Investment Committee Adviser/Budget Committee Adviser):

Albania	1
Belgium	1
Bulgaria	1
Canada	1
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Czech Republic	1
Denmark	1
Estonia	1
France	1
Germany	1
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Hungary	1
Iceland	1
Italy	1
Latvia	1
Lithuania	1
Luxembourg	1
Montenegro	1
The Netherlands	1
North Macedonia	1
Norway	1
Poland	1
Portugal	1
Romania	1
Slovakia	1
Slovenia	1
Spain	1
Republic of Türkiye	1
The United Kingdom	1
The United States of America	1

Belgian Ministry of Economic Affairs 1

Embassies in Brussels (Attn: Commercial Attaché):

Albania	1
Belgium	1
Bulgaria	1
Canada	1
Croatia	1
Czech Republic	1
Denmark	1
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France	1
Germany	1
Greece	1
Hungary	1
Iceland	1
Italy	1
Latvia	1
Lithuania	1
Luxembourg	1
Montenegro	1
The Netherlands	1
North Macedonia	1
Norway	1
Poland	1
Portugal	1
Romania	1
Slovakia	1
Slovenia	1
Spain	1
Turkey	1
The United Kingdom	1
The United States of America	1

ANNEX A – SUMMARY OF REQUIREMENTS – IFB-CO-115881-NID

Background

The NCI Agency requires the assistance of a high quality, professional service provider to support the successful organisation and operation of its flagship event with its defense and C4ISR Industry: NATO Edge. NATO Edge is an Agency flagship event, combining the Agency's two previous flagship events, NITEC and NIAS, and focused on different aspects of cooperation with defense and emerging and disruptive technologies Industry.

In 2022, NATO Edge was a high-level 2.5-day in-person event, consisting of plenary sessions, breakout sessions, technology exhibition (including an Innovation Theatre as a venue for innovation pitches), closed side-events and networking opportunities. The event attracted nearly 100 exhibitors and was attended by over 1800 participants.

Scope

It is anticipated that future NATO Edge events will be conducted at different NATO nations, to facilitate representation across the Alliance, normally on an annual basis.

It is envisaged that the NCI Agency and service provider will work in close partnership and that the service provider will offer direct and comprehensive support to the Agency concerning the following (to include but not limited to) services in the areas of 1/ Facility, production and logistics, 2/ Audio-Visual and 3/Advertising.

Event content development and management will be led by the Agency.

Key deliverables to be provided under this project are (non-exhaustive):

- Event preparation and implementation planning and execution
- Event venue search assistance and provision
- Concept and stage design according to the event theme
- Event communication planning
- Event promotion and communication
- Accommodation brokerage
- Production management
- Audio-Visual services
- Catering services
- Social Networking Activities
- Event security

Schedule:

1 base event (4Q2024) + 4 optional events (2026-2029)

Envisaged type of Contract:

- 'Concession' type based contract