



Acquisition Directorate

Diana Nedelea
Boulevard Leopold III
B-1110 Brussels, Belgium

NCIA/ACQ/2023/ 06790
13 April 2023

To: See Distribution List

Subject: **Amendment 3 to IFB- CO-115786-AAS+ the Provision Advisory and Assistance Services (Market Place 1) and Independent Consultancy Services (Market Place 2)**

- Reference:
- A. AC/337-D(2016)0014 – NCIO Financial Rules and Procedures
 - B. C-M(2015)0025 – NATO Financial Regulations (NFR)
 - C. AC/4-D/2261-ADD2 (1996 Edition) - Procedures and Practices for Conducting NSIP International Competitive Bidding using Best Value Evaluation Methodology
 - D. Notification of intent NOI-CO-115786-AAS+ reference NCIA/ACQ/2022/07118 dated 07 October 2022
 - E. Issuance of IFB-CO-115786-AAS+ dated 23 March 2023
 - F. Issuance of IFB-CO-115786-AAS+ Amendment 1 dated 31 March 2023
 - G. Issuance of IFB-CO-115786-AAS+ Amendment 2 dated 13 April 2023

Dear Sir/Madam,

1. In accordance with Reference A, the purpose of this Amendment 3 to IFB-CO-115786-AAS+ is to correct the numbering in Book 1 – Bidding Instructions - SECTION III - BID PREPARATION INSTRUCTIONS, paragraphs 3.1 and 3.2 and also the IFB number mentioned within. The paragraphs shall read as follows:

“

3.1. General

- 3.1.1 *Bids shall be prepared in accordance with the instructions set forth herein. Failure to comply with these instructions may result in the Offer being declared non-compliant.*
- 3.1.2 *Bidders shall prepare a complete bid for the market place for which they decide to bid for which comprehensively addresses all requirements stated herein. Bidders can only be part of one market place at any tier. The Bid shall demonstrate the Bidders understanding of the IFB and their ability to provide the required deliverables and services. Bids, which are not complete, will be declared non-compliant.*



NATO Communications
and Information Agency
Agence OTAN d'information
et de communication
Boulevard Leopold III
1110 Brussels, Belgium
www.ncia.nato.int

- 3.1.3 *Bidders shall classify their response in accordance with the classification of the IFB.*
- 3.1.4 *Bidders shall clearly indicate on the marking of the bid the Market Place (Market Place 1 or Market Place 2) for which they submit an offer, including the sub lot for Market Place 1 - i.e. A, B or A&B.*
- 3.1.5 *Bidders are required to bid on **ALL** Requirements listed in the Bidding Scenario for the chosen Sub Lot for Market Place 1 and a minimum of three (3) Requirements for Market Place 2. The Bidder must clearly describe what is being offered and how the Bidder will meet all IFB requirements.*
- 3.1.6 *The evaluation procedure conducted under this Invitation for Bids will be a Best Value procedure as described herein. While the process may mirror the principles in AC/4-D/2261-ADD2 (1996), those rules do not govern this procurement process.*
- 3.1.7 *The formula for calculation of the Best Value, the Top Level Evaluation Criteria and the associated weighting factors and the secondary Evaluation Criteria in descending order of importance are identified in **Section IV** of these Bidding Instructions.*
- 3.1.8 *Unsuccessful Bidders will be notified of the results not less than twenty-one (21) days prior to signature of the contract with the Successful Bidders. Unsuccessful Bidders may request and will be provided a debriefing by the Purchaser within this three-week period. The aim of the debriefing is to provide information to the unsuccessful Bidder as to why their bid was not determined to be the Best Value selection and a more comprehensive understanding as to the processes of the evaluation.*
- 3.1.8.1 *During the debriefing, the Purchaser will, in general terms, describe the results of the price evaluation and the overall position of the Bidder in terms of the competition.*
- 3.1.8.2 *If the Bidder was Technically Evaluated, the Purchaser will review the evaluation process and identify the strong and weak areas of the Technical Proposal.*
- 3.1.8.3 *During the debriefing, the Purchaser will not discuss specific scores assigned, nor will the Purchaser provide copies of the Source Selection Plan, detailed weighting scheme or internal reports of the evaluators. The Purchaser will not discuss the Technical Proposals of the other Bidders or specifics of the Price Proposals offered by other bidders.*

3.2. *BID package content and MARKING*

- 3.2.1 *The complete electronic bid shall consist of three distinct and separated volumes described in the following subparagraphs. Detailed requirements for the structure and content of each of these packages are contained in these Bidding Instructions.*
- 3.2.1.1 *Part I: Bid Administration Package (paragraph 3.3)*



3.2.1.2 *Part II: Technical Proposal Package (paragraph 3.4)*

3.2.1.3 *Part III: Price Quotation (paragraph 3.5)*

3.2.2 *Each part submitted shall comply with the below specifications:*

3.2.2.1 *Part I, Bid Administration - The e-mail content shall be as described in paragraph 3.3 below, with no password protection to the file and shall not be more than 20MB total per e-mail.*

Depending the Market Place and / or Lot for which the bid is submitted, the following naming convention shall be followed:

- for Market Place 1 – Lot A:

IFB-CO-115786-AAS+-MP1LOTA-Company Name–Part I–Admin

- for Market Place 1 – Lot B:

IFB-CO-115786-AAS+-MP1LOTB-Company Name–Part I–Admin

- for Market Place 1 – Lot A&B:

IFB-CO-115786-AAS+-MP1LOTA_B-Company Name–Part I–Admin

- for Market Place 2:

IFB-CO-115786-AAS+-MP2-Company Name–Part I–Admin

3.2.2.2 *Part II, Technical- The e-mail content shall be as described in paragraph 3.5 below, with no password protection to the file, and shall not be larger than 20MB total per e-mail.*

Depending the Market Place and / or Lot for which the bid is submitted, the following naming convention shall be followed

- for Market Place 1 – Lot A:

IFB-CO-115786-AAS+-MP1LOTA-Company Name–Part II-Technical

- for Market Place 1 – Lot B:

IFB-CO-115786-AAS+-MP1LOTB-Company Name–Part II-Technical

- for Market Place 1 – Lot A&B:

IFB-CO-115786-AAS+-MP1LOTA_B-Company Name–Part II-Technical

- for Market Place 2:

IFB-CO-115786-AAS+-MP2-Company Name–Part II-Technical

3.2.2.3 *Part II, Price- The e-mail content shall be as described in paragraph 3.5 below, with no password protection to the file, and shall not be larger than 20MB total per e-mail.*

Depending the Market Place and / or Lot for which the bid is submitted, the following naming convention shall be followed

- for Market Place 1 – Lot A:

IFB-CO-115786-AAS+-MP1LOTA-Company Name–Part III-Price

- for Market Place 1 – Lot B:

IFB-CO-115786-AAS+-MP1LOTB-Company Name– Part III-Price

- for Market Place 1 – Lot A&B:

IFB-CO-115786-AAS+-MP1LOTA_B-Company Name– Part III-Price

- for Market Place 2:

IFB-CO-115786-AAS+-MP2-Company Name– Part III-Price

3.2.2.4 *“Company Name” – In the subject line of the email, and in the names of the individual files, the name of the bidder shall be abbreviated to no more than 10 characters. For example, if a company’s name is “Computer and Technology Research Company”, the company name could be shorted to “CTRC” in the email and file names.*

3.2.2.5 *Multiple emails may be submitted for each part if the content of the file(s) is larger than 20MB per email submission; however, each file must clearly identify the part number and the sequence to which it relates. For example: IFB-CO-115786-AAS+-[MP1LOTA/MP1LOTB/MP1LOTA_B/MP2]-Company Name- Part III-Technical Part 1 of 4; IFB-CO-115786-AAS+-[MP1LOTA/MP1LOTB/MP1LOTA_B/MP2]-Company Name- Part III-Technical Part 2 of 4 and so forth.*

3.2.2.6 *In addition, the bidders shall submit a summary email outlining all the emails submitted in response to this IFB (number and title of the emails submitted for each package). The subject line of this email shall be IFB-CO-115786-AAS+-[MP1LOTA/MP1LOTB/MP1LOTA_B/MP2]-Company Name-Bid Summary. The Purchaser reserves the right to open this email before the bid closing date to check that all emails submitted in response to this IFB have been received.*

3.2.2.7 *Acceptable File Formats*

3.2.2.7.1 *Unless otherwise directed, files can be submitted in Adobe pdf format.*

3.2.2.7.2 *The Purchaser does NOT accept hard copies of bids, CDs, thumb drives, or zip files.*

“

2. Except as provided in the paragraphs above, all other terms and conditions of the IFB

remain unchanged.

3. You are requested to acknowledge receipt within three (3) working days of receiving these answers to the clarification requests by return email to the email address mentioned below.
4. The Purchaser point of contact for all information concerning this IFB is:

Diana Nedelea, Contracting Officer
E-mail : IFBCO115786AAS@ncia.nato.int

For the Director of Acquisition:

Alain Courtois
Principal Contracting Office

Distribution List for AMD 3 - IFB-CO-115786-AAS+**NATO Delegations**

1

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

Embassies in Brussels (Attn: Commercial Attache)

1

Albania
Belgian Ministry of Economic Affairs
Bulgaria
Canada
Croatia
Czech Republic
Denmark
Estonia
France
Finland
Germany
Greece
Hungary

Iceland
 Italy
 Latvia
 Lithuania
 Luxembourg
 Montenegro
 The Netherlands
 North Macedonia
 Norway
 Poland
 Portugal
 Republic of Türkiye
 Romania
 Slovakia
 Slovenia
 Spain
 United Kingdom
 United States

Distribution for information

NATO HQ

1

NATO Office of Resources
 Management and Implementation Branch
 Attn: Deputy Branch Chief

Director, NATO HQ C3 Staff

1

Attn: Executive Co-ordinator

NCI Agency – Internally

**All
 NATEXs**

Belgium	1
Bulgaria	1
Canada	1
Croatia	1
Czech Republic	1
Denmark	1
France	1
Germany	1
Greece	1
Italy	1
The Netherlands	1
Norway	1
Poland	1
Spain	1



Turkey	1
UK	1
USA	1

NCI Agency

1

- ACQ Deputy Chief of Acquisition Procurement and Policy
- ACQ Principal Contracting Officer
- ACQ Head of Acquisition Policy
- ACQ Contracting Officer
- Legal Advisor
- Project Manager
- CIO - Sourcing Advocate
- CAB Administrator
- NATO Liaison Officer