



**Acquisition Directorate**

Diana Nedelea  
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B-1110 Brussels, Belgium

NCIA/ACQ/2023/ 06814  
21 April 2023

To: See Distribution List

Subject: **Amendment 5 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  
H. Issuance of IFB-CO-115786-AAS+ Amendment 3 dated 13 April 2023  
I. Issuance of IFB-CO-115786-AAS+ Amendment 4 dated 18 April 2023

Dear Sir/Madam,

1. In accordance with Reference A, the purpose of this Amendment 5 to IFB-CO-115786-AAS+ is to supplement previously provided answers to the Clarification Requests (CRs) received from Prospective Bidders (Attachment A) as well as to extend the bid closing date.
2. Please be reminded that no additional CRs can be submitted. However, as informed during the Bidders Conference, kindly submit any request for clarification on the answers already provided no later than the 16h00 (Brussels Time) on 21 April 2023.
3. The closing date for submission of Bids in response to referenced IFB is changed from:

**1400 hours (Brussels Time) on 05 May 2023**

To

**1700 hours (Brussels Time) on 15 May 2023**

4. Except as provided in the paragraphs above and Attachment A, all other terms and conditions of the IFB remain unchanged.



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5. 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.
6. The Purchaser point of contact for all information concerning this IFB is:

Diana Nedelea, Contracting Officer  
E-mail : [IFBCO115786AAS@ncia.nato.int](mailto:IFBCO115786AAS@ncia.nato.int)

For the Director of Acquisition:

Diana Nedelea  
Contracting Officer



**Acquisition Directorate**

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**Attachment A – Answers to Clarification Requests IFB-CO-115786-AAS+**

Administrative					Reply provided in Amendment #
Serial #	IFB Book	IFB Section Ref.	Question:	Answer:	
A.1	Book I	SECTION III - BID PREPARATION INSTRUCTIONS Article 3.4.4. Section II: Corporate Experience (CE)	Regarding past performance for incumbents under current AAS framework contract - are testimonials from NCIA Staff required?	The answer provided to Clarification Request A1 via Amendment 2, is supplemented with: If the testimonials have been provided prior to the launching of the IFB, as part of performance feedback during the current contracts execution, then they can be included. But under no circumstance shall the current contract holders contact at this stage, NCIA Staff in order to collect such testimonials."	2 and 5
A.34	Book I	1. Book I - Paragraph 3.4.6.1.1 and 4.4.3.5.1	"a. Paragraph 3.4.6.1.1 mentions 15 pages maximum for Section III for each requirement (including CVs).	Previously provided answer to A.34 is to be replaced by: For the preparation of the Technical Proposal the pages limitations are as follows: For Market Place 1: - Section I (PMP) and Section II (CE) - 80 pages for those bidding for <b>only one (1)</b> of the two Sub Lots (A or B) and 100 pages for those bidding for <b>both</b> Sub Lots (A and B) - Section III - For Sub Lot A - Maximum two (2) pages per CV excluding attestation/proof of engagement	5



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				<p>- For Sub Lot B - Maximum fifteen (15) pages per Scenario</p> <p>For Market Place 2:</p> <ul style="list-style-type: none"> <li>- Section I (PMP) and Section II (CE) - 80 pages</li> <li>- Section III - Maximum fifteen (15) pages per Scenario</li> </ul> <p>The following articles of Book 1 - Bidding Instructions are amended as per the below:</p> <p><i>3.4.1 Bidders shall submit their Technical Proposal in one PDF volume, organized and structured as detailed below. <b>The Technical Proposal shall be limited, utilizing 12 Point Arial font as follows:</b></i></p> <p><b><i>For Market Place 1:</i></b></p> <ul style="list-style-type: none"> <li>- <b><i>Section I (PMP) and Section II (CE) - 80 pages for those bidding for only one (1) of the two Sub Lots (A or B) and 100 pages for those bidding for both Sub Lots (A and B)</i></b></li> <li>- <b><i>Section III</i></b> <ul style="list-style-type: none"> <li>- <b><i>For Sub Lot A - Maximum two (2) pages per CV excluding attestation/proof of engagement</i></b></li> <li>- <b><i>For Sub Lot B - Maximum fifteen (15) pages per Scenario</i></b></li> </ul> </li> </ul> <p><b><i>For Market Place 2:</i></b></p> <ul style="list-style-type: none"> <li>- <b><i>Section I (PMP) and Section II (CE) - 80 pages</i></b></li> <li>- <b><i>Section III - Maximum fifteen (15) pages per Scenario</i></b></li> </ul> <p><b><i>[...]</i></b></p> <p><i>3.4.5.1.2 Market Place 1 Sub Lot B (Deliverables based tasks – four (4) Requirements). For each Requirement, the Bidder shall provide a short proposal of maximum 15 pages (for Deliverables based Tasks) that shall address the Task requirement by providing a logical break down of the task and how it will be successfully completed and achieve product sign-off by the customer. The CVs of the individuals who are proposed to undertake the task shall be include.</i></p>
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A.45	Book 1, Page 16 of 158	3.4 para.3.4.1.	<p>Bidders shall submit their Technical Proposal in one PDF volume, organized and structured as detailed below. The Technical Proposal shall be limited to no more than 100 pages (including Curricula Vitae), utilizing 12 Point Arial font.</p> <p>Can NCI Agency please confirm what is included in the Technical Proposal's 100 page limitation? Does it include the cover pages, table of contents, CVs, and Past Performance?</p>	<p>Previously provided answer to A.45 is to be replaced by: Please refer to the latest A.34 answer above.</p>	5
A.56		Book 1 - Bidding Instructions - Section III - 3.4 Para. 3.4.5.1.1.2.	<p>For the purposes of ensuring bid accuracy and trustworthiness from all bidders, could the purchaser add as mandatory requirement part of the CV package a letter of commitment to be provided by all bidders for all candidates that are part of the Technical Proposal response for Market Place 1 LOT A. In this way we believe that the Purchaser shall be safeguarded from receiving CVs solely pulled out of databases and/or re-usage of multiple candidates from different bidders at time of bid.</p>	<p>Answer to A 52 provided with Amendment 4 is supplemented with:</p> <p>The use of the Annex A to Book 2 - Part 2 as is, it is not mandatory and can be adapted for the purpose of the IFB ONLY.</p>	4 and 5
A.60		Book 1- Bidding Instructions	Award under Market Place 1	<p>Article 4.7.3.1. shall be modified to read:</p> <p>4.7.3.1 Two (2) sub lists will be established per sub category (Sub Lot A and Sub Lot B Deliverables based). The bidders having submitted an offer addressing both categories will be ranked in both lists. Final pool for Market place 1 will be established from both sub lists with a maximum of 6 highest scoring bidders from each list. <b>For bidders that have submitted an offer for both categories, the bidder will be retained on the list for the Sub Lot for which it ranks highest and eliminated from the other. Furthermore, should the ranking for such bidder be the same for both Sub Lots, then respective bidder will be removed from the Sub Lot for which we have received the least submissions. This process continues until the targetted number of awardees is reached.</b> In case the number of highest scoring bidders in one</p>	5



				of the sub list is less than 6, the final pool will be complemented with highest scoring bidders from the second sub list (ranked beyond #6).	
A103			Question received on refernce to the Article 6 of Special Terms in the following article of Book 1: 3.4.5.1.1.2 CVs (for Level of Effort Tasks) shall be limited to two pages, in the same format, and shall address the following items as a minimum: Corresponding Requirement, Name of person and contact information, Name of employing company, Education, Relevant Experience, and any other information as required by the Terms and Conditions of the IFB (specifically Contract Special Provisions Article 6).	<p>Article 3.4.5.1.1.2 of Book 1 shall be modified as follows:</p> <p><i>Article 3.4.5.1.1.2 CVs (for Level of Effort Tasks) shall be limited to two pages, in the same format, and shall address the following items as a minimum: Corresponding Requirement, Name of person and contact information, Name of employing company, Education, Relevant Experience.</i></p>	5

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