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**Acquisition Directorate**

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NCIA/ACQ/2023/ 06826  
25 April 2023

To: See Distribution List

Subject: **Amendment 6 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  
J. Issuance of IFB-CO-115786-AAS+ Amendment 5 dated 21 April 2023

Dear Sir/Madam,

1. In accordance with Reference A, the purpose of this Amendment 6 to IFB-CO-115786-AAS+ is to provide additional answers and to supplement previously provided answers to the Clarification Requests (CRs) received from Prospective Bidders (Attachment A) as well as to amend Paragraph 3 and Paragraph 4 of the Book 1 – Bidding Instructions in line with the answer provided under A .
2. Please be reminded that no additional CRs can be submitted at this stage.
3. In line with A at Attachment A, the following paragraphs are being modified to read as per the below:

a. Paragraph 3.4.3.2 of Book 1 – Bidding Instructions :

*3.4.3.2 Organization Description. This section shall include:*



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3.4.3.2.1 *A profile of the Bidders company, including quantity of personnel, general activities, core business, value of business, relations and dependencies to subcontractors, parent and subsidiaries and other contractors*

3.4.3.2.2 *An organization chart showing the lines of authority between the corporate organization, the project manager, subcontractors, and employees responsible for processing and administering the Purchase/Task Orders issued by the Agency.*

3.4.3.2.3 ***Describe the nature of its main business focus and its relevance to the required Initial Requirement contractor support categories. The Bidder shall provide the same information for each subcontractor. The Bidder shall describe the "reach back" capability of the corporate structure (prime and subcontractors) available to support personnel serving on site, and management of Deliverables Type efforts.***

b. Paragraph 3.4.4 of Book 1 – Bidding Instructions :

3.4.4 *Section II: Corporate Experience (CE). In this Section, the Bidder shall:*

3.4.4.1 *Include in this section documentary evidence of its past performance as a prime contractor or major subcontractor for the type of work encompassed by the Initial Requirements on which it is bidding. This information shall include:*

3.4.4.1.1 *The point of contact in the contracting organization, including the name, address, telephone number, and e-mail address*

3.4.4.1.2 *The title of the contract and contract number, contract period/date of performance, current or actual monetary value (per base and each option year)*

3.4.4.1.3 *Of the contracts listed, the percentage of work actually performed by the Bidders firm as prime contractor, as well as a description of the work performed by subcontractors, and/or the percentage and description of work performed by the Bidders firm as a subcontractor*

3.4.4.1.4 *Identify in specific detail for each contract listed above, why or how that effort is relevant and similar in scope and magnitude to the effort required by the Statement of Work and Initial Requirement of this IFB (including both Level of Effort and Deliverables Type efforts)*

3.4.4.1.5 *Demonstrate the quality of the past performance on these contracts, addressing schedule adherence, business relationships, personnel management, and cost control*

3.4.4.1.6 *Bidders may submit other evidence of past performance, however, such evidence must indicate the nature of the project, its relevancy to the Statement of Work in this IFB, and must be verifiable by the Purchaser. If a Bidder has no relevant past performance history, then the Bidder must affirmatively state it possesses no relevant, directly related, or similar past performance.*

4. The closing date for submission of Bids in response to referenced IFB remains unchanged - **1700 hours (Brussels Time) on 15 May 2023.**
5. Except as provided in the paragraphs above and Attachment A, all other terms and conditions of the IFB remain unchanged.
6. 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.
7. 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



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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:	
A104	Book 1 Bidding Instructions		If a bidder with the capability to participate in either marketplace 1 or 2 chooses to bid on Market place 2 it poses a significant risk if Marketplace 2 is underrepresented and subsequently not used. Could a mechanism be proposed in this eventuality that the supplier awarded a framework contract for Market place 2 then be added/migrated to Marketplace 1?	The two market places are established following two different bidding and evaluation processes and therefore we can't have such a mechanism in place.	6
A105	Book 1 Bidding Instructions		Can the purchaser clarify if roles deemed to be sensitive or pose a conflict of interest in terms of access to information or oversight such as roles in procurement, finance, HR, project manager or governance will be released under marketplace 2?	For a description of the areas that will be addressed on Market Place 2, please see the Statement of Work - Book 3 of the IFB package	6



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A106	Book 1 Bidding Instructions		<p>The Amendment 5 change increasing the Sub Lot B Scenarios page limit from 2-3 pages to 15 pages is a significant change and creates a disadvantage to bidders that already drafted proposals at the original page count.</p> <p>We request that NCIA reconsider this significant change at this stage of the procurement.</p>	<p>The 15 pages is the maximum limit. There is no evaluation criteria based on the number of pages as long as it doesn't exceeds the limit.</p>	6
A107		A55	<p>According to A.55 - please specify if it is accepted if a company with different branches registered in different NATO countries - company X and company Y - one of them, company X is a subcontractor in MP1 and company Y is subcontractor or prime contractor for MP2?</p>	<p>Yes, if they are separate legal entities. The two entities will be responsible to ensure independence between the two contractual relationships as and when necessary.</p>	6
A108	Book 1 Bidding Instructions	Technical Package (IFB Section 3.4.5.1.1.1) CVs	<p>In case a CV is submitted that meets the mandatory requirements but does not hold a security clearance (or the process has not been completed to the point that an evidence can be provided) we assume that this CV will either receive reduced marks or zero (please define) but the bidder will not completely disqualified of this IFB. Please clarify.</p>	<p>see A3 and A28</p>	6
A109	Book 1 Bidding Instructions	Technical Package (IFB Section 3.4.5.1.1.1) CVs	<p>Please clarify if a CV does not meet all mandatory requirements (e.g. missing one) but have desirable ones will not cause the complete disqualification of the CV and of the tenderer but will receive reduce marks.</p>	<p>All mandatory requirements need to be met as they are mandatory. Should any of them not be met, it won't be grounds for disqualification, but the scoring will be impacted</p>	6

A110	Book 1 Bidding Instructions	Technical Package (IFB Section 3.4.5.1.1.1) CVs	In T.14 you are mentioning that one CV per profile that meets all mandatory requirement will achieve maximum score. What happens if an additional CV is submitted for this profile? i.e. is there a score per profile, so the final score is the average of all profile(s) score, or a score per CV? In the first case we assume that the score of the best of the 2 CVs will be used for the average. Please elaborate. Thank you	See previously submitted answer T21. Each CV will be scored out of 20 with the average of all CVs scores becoming the final technical score for Technical Section III	6
A111	Book 1 Bidding Instructions	Sublot A Job Description for: Network Senior Technician	This is a highly technical role as also presented in the respective Annex. We assume that a candidate that meets all the mandatory criteria and has worked in a similar international environment (e.g. EU public organisation with secure military related context) and not directly in NATO will be considered and not completely disqualified i.e "Knowledge of NATO responsibilities and organization, including Allied Command Operations and Allied Command Transformation" is desirable as in other profiles but not mandatory. Please confirm.	See A 109	6
A112	Administrative package		Could you please confirm that we can provide official documents issued by national authorities of the countries where our companies are established in the official language of these countries as long as these are EU languages? By official documents we mean for example the Trade register,	Acceptable if they are accompanied by a translation into English. The pages will be counted only once for the official documents.	6



			Commercial Register, Articles of Association etc.		
A113	Book 1 Bidding Instructions	CVs and Security Clearances	We assume that stating in the CVs the security clearance obtained, the validity and the corresponding identifier as proof is sufficient and the actual document of the clearance is not needed.	Yes.	6
A114		P.2	The provided link does not appear to work. Can you please check? Thanks	The link was checked and it works.	6
A115	Book 1 Bidding Instructions	Annex C1-B – Bidding Scenario Market Place 1 Sub Lot B Deliverables Type Requirements	As stated in T6.1 we assume that for each requirement we can identify the roles (profiles) that are needed and their key competences. Additionally, if related we can refer as an example to CVs that have been provided in the context of Annex C1-A – Bidding Scenario Market Place 1 Sub Lot A Level-of-Effort Type Requirements (if we submit to both bids). That would be sufficient in the 3 max pages scenario to achieve the maximum score if the provided information is of course evaluated as meeting the requirements.	The technical evaluators will have access only to the sub lot for which they have been identified as evaluators. Therefore any reference between the Sub Lots will not be able to be reviewed. All required information must be provided at each Sub Lot level to be considered. Also, please see updated A34 for the updated page limit for Sub Lot B	6
A116	Book 1 Bidding Instructions	Annex C1-B – Bidding Scenario Market Place 1 Sub Lot B Deliverables Type Requirements	It is our impression that the Job Description for: Project Manager - NSIP can only be covered by current or ex NATO employees and any other will be disqualified. Can you please clarify if this is the case?	We can't make such an evaluation. The individuals proposed must meet the requirements as outlined in respective job description.	6
A117		T.65	ADMINISTRATIVE COMPLIANCY In T.65 we read “Annex B12 Of the Bidding Instructions	An updated B12 certificate is forwarded with this amendment.	6

			<p>(Attestation of Exclusive Participation to One Market Place) is amended as follows:..."</p> <p>But, we didn't received an updated IFB with this correction which is unusual for a certificate..</p> <p>Can You please confirm whether you ask us to UPDATE OURSELVES the text of the certificate B.12 or whether you'll provide a revised IFB (including all the listed errors until now)?</p>		
A118		A.52	<p>A.52 refers to A.50 which doesn't exist. Also A.51 doesn't exist.</p> <p>Can You please confirm whether those Questions really exist or whether it is a typo?</p>	<p>These questions exist with that reference in our register and have been answered / addressed via Amendment 3</p>	6
A119		A.78	<p>1. Please confirm that "LOI as per Book 2, Part 2, Annex A" is NOT MANDATORY at BID time and this applies at CONTRACT time.</p> <p>2. Please confirm that at BID TIME, a missing support letters for a resource is not an exclusion criteria (it only reduces confidence).</p>	<p>1. Yes, the Attestation in Annex A to Book 2, Part 2 is not mandatory at bid time but will apply to the contract</p> <p>2. Yes, lack of an attestation or other written proof of engagement will not be disqualifying, but will reduce confidence</p>	6
A120			<p>Clause 13.1.1. mentions that the purchaser is in the process of implementing Key Performance Indicators in relation to the execution of the contract. When these will be in place, the terms and conditions will be amended unilaterally by the Purchaser to</p>	<p>The KPIs will aim at maintaining an active market place and would be in line with expected levels of performance of the contract. i.e. responsiveness, meeting TOs requirements, etc. Feedback will always be welcomed, but if it is in the interest of the contract, such KPIs will be integrated and should they not be</p>	6





			reflect how performance will be incentivized and improved through measurement of the defined KPIs. But what could be the impact of these KPIs? This means that the purchaser can impose obligations on us and we will not have a possibility to object if these are not acceptable to us.	acceptable, there is no obligation to continue participation. Nonetheless, it is not in the interest of NCIA to enforce unacceptable terms on the contract that could impact the participation into the Market Place.	
A121	Book 2		Annex A of the contact provisions 'attestation of curriculum vitae submission' point 6 states: that I have not been previously employed, indirectly or directly for the needs of the Purchaser. This also includes consultants. Does this mean that we are not allowed to include any consultants in projects under this contract that have previously executed projects for NATO?	No, there is no such limitation, we just require disclosure should have been the case.	6
A122			Following the bidder conference on April 19th, it was mentioned that bidders answering only to Market Place 1 Sub Lot B and selected to this Sub Lot B, would be eligible to respond to any SOW emitted for Market Place 1, including the ones from Sub Lot A. In this regard, if bidders only respond to Market Place 1 Sub Lot B, should they still provide prices for Market Place 1 Sub Lot A?	For the IFB, prices are to be submitted ONLY for the Sub Lot for which the Bidders intends to bid. During the execution phase of the contract, there is no obligation to submit offers for any Task Orders. However, the level of responsiveness will reflect on the contract performance evaluation	6
A123			Depending on the jurisdiction, we are able to provide you with a full list of named individuals with a national and/or NATO clearance. However, for some jurisdiction,	The bidders should provide as much information as allowed by governing legislation.	6



			we are not allowed to provide you with this list of names. We can only provide you with the number of security cleared associates and the clearance level. This information would be certified by signature by our security officer. Would this be acceptable for you?		
A124	Book 1 Bidding Instructions		In point 3.4.4.1.1, for the Section II: Corporate Experience, specifies that "The Bidder shall describe the "reach back" capability of the corporate structure". However, in point 4.4.3.1.4, the reach back is evaluated in Section I PMP = Project Management Plan. Can we understand this as an error and that the Reach back will be evaluated in Section II: Corporate Experience?	The "Reach Back" capability shall be included in the technical proposal under Section I - Project Management Plan and will be evaluated under the same section. To that extent Article 3 of the bidding instruction is modified as per present amendment.	6
A125			Could you please explain what you consider a subsidiary and a parent company? What is the difference between subsidiaries/parent and subcontractors? Are the subsidiaries/parent requested to be in the bidder's list?	There is no NATO definition of subsidiary/parent. Legal status of an entity should define these relationships. Should one of them act as a subcontractor, then they should be listed as such.	6



<b>Technical</b>					
<b>Serial #</b>	<b>RFQ Book</b>	<b>RFQ Section Ref.</b>	<b>Question:</b>	<b>Answer:</b>	<b>Reply provided in Amendment #</b>
T.73			<p>Market Place 2 – Task order A.</p> <p>1. Do we need to support a TMS selection? Or are you looking for a custom-build on Oracle?</p> <p>2. If there is a TMS already selected, would you be able to disclose which one?</p> <p>3. Do you only expect configuration or only Project management &amp; testing?</p> <p>4. What if we cannot provide any warranty?</p>	<p>For any specifics that are not clearly listed in the SoW as requirements, as we are looking for a solution, please clearly identify in your proposal any assumptions made.</p>	6
T.74			<p>Market Place 2 - Task Order D.</p> <p>5. Section 4. Skillsets outlines experience requirements for candidates. We understand that candidates need to have extensive knowledge and experience (totalling more than 10 years). Is the requirement to hold a CISSP certification and an MSc or PHD in Information Security a mandatory requirement or are they examples of the types of education and certifications that substantiate the extensive knowledge and experience requirement?</p>	<p>Both are required.</p>	6

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