

Acquisition

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NCIA/ACQ/2023/07019

26 June 2023

NOTIFICATION OF INTENT
to invite International Competitive Bids for:

**Guard Services for
NCI ACADEMY Building, Portugal**

Invitation For Bid (IFB)-CO-115923-NES

**Estimated Value: 450,000 EUR (150,000 EUR for 2 (two)
optional years)**

Period of performance: 1 (ONE) BASE YEAR + 2 (TWO) OPTION YEARS

The NCI Agency has a requirement for the provision of Guard Services at the
NCI Academy at Oeiras, Portugal.

The formal IFB is planned to be issued by the beginning of August 2023 with the Bid
Closing date by the beginning of September 2023 and the anticipated Contract Award by
end of October 2023. The envisaged contract vehicle is Firm Fixed Price with award to
one Contractor.

NCI Agency Point of Contact

Fabrice MASSART, Senior Contracting Assistant

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To : See Distribution List

Subject : **Notification of Intent to Call for Bids for International Competitive Bidding for Guard Services for NCI Academy at Oeiras, Portugal**

IFB-CO-115923-NES

- A. AC/337-D(2016)0014 dated 16 March 2016
- B. BC-D(2018)0004-FINAL dated 29 January 2018

1. In accordance with References A through C, notice is hereby given of the intent of the NATO Communications and Information Agency (NCI Agency), acting as Host Nation responsible of implementing the subject requirement, to issue an Invitation for Bid (IFB) for the provision of Guard Services at the NCI Academy at Oeiras, Portugal.

2. A summary of the requirements of this Invitation for Bid (IFB) is set forth in Annex A, attached to this letter. This requirement is being refined and detailed as part of the preparation of the Invitation for Bid.

3. The reference for the Invitation for Bid is IFB-CO-115923-NES, and all correspondence concerning this IFB should reference this number.

4. The estimated cost for the services and deliverables included within the basic scope of the intended contract is 150,000 EUR for the one-year base period and 150,000 EUR for each option period when exercised, for a total of 450,000 EUR for 3 (three) years.

5. NCI Agency will use International Competitive Bidding (ICB) Procedures for this procurement with a bidding methodology of award to lowest price technically compliant.

The Contract resulting from the IFB will be a single Firm Fixed Price (FFP) Contract.

The NCI Agency intends to place a single Contract with one Contractor. No partial bidding shall be allowed.

6. The formal IFB will be issued by beginning of August 2023 with the Bid Closing date by the beginning of September 2023 and the anticipated Contract Award by end of October 2023.

The period of performance is planned to start on 01 of January 2024 until 31 December 2024 for the Base Period, followed by 2 (two) one-year options.

7. Bidders are advised that there will be a required bid validity of 6 (six) months from the closing date for receipt of bids. Should the selection and award procedure extend beyond 6 (six) months after the Bid Closing Date; firms will be requested to voluntarily extend the validity of their bids. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.

8. National responsible authorities are kindly requested that the NCI Agency be provided with Declarations of Eligibility, **not later than 24 July 2023** of qualified and certified firms, which are interested in bidding for this project.

9. The firms nominated and the proposed personnel are required to be Security Cleared and with the necessary certifications and authorizations to provide such type of service in Portugal.

10. The Declarations of Eligibility shall include the following information for each of the nominated firms: name of the firm, telephone number, fax number, e-mail address and Point of Contact. This information is critical to enable prompt and accurate communication with prospective Bidders and should be sent to the following e-mail address:

E-mail: fabrice.massart@ncia.nato.int

11. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED.

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

13. The NCI Agency point of contact for all information concerning this IFB is Mr. Fabrice MASSART, e-mail: fabrice.massart@ncia.nato.int.

14. Your assistance in this procurement is greatly appreciated.

FOR THE DIRECTOR OF ACQUISITION:

Alain Courtois
Principal Contracting Officer

Attachment(s):

Annex A - Summary of the Requirements



Distribution List

NATO Delegations

Embassies in Brussels (Attn: Commercial Attaché)

NCI Agency – All NATEXs

ANNEX A – SUMMARY OF REQUIREMENTS – IFB-CO-115923-NES

1. Introduction

This requirement is for provision of security guarding services at NCI Academy, Oeiras, Portugal. The Contractor must furnish the necessary manpower, materials, tools, training, supervision and management, to provide the services.

Contractor's personnel shall possess a suitable security clearance up to NATO SECRET.

2. Security concept

2.1 Different security concepts are associated with establishing the physical security measures for Class I and Class II and Administrative areas. As stated, the concept of protection implies the use of security barriers, security lighting, Intrusion Detection Systems (IDS), Closed Circuit Television (CCTV), Automated Access Control Systems (AACS), encompassing the Building Management System (BMS) at points of entry, and an interface with the appropriate deployment of Security Guards, or forces if required. Through the Site Security Office (SSO) and NCI Academy NATO Civilian Guarding entities, all AACS require programming to allow staff and visitors access to certain areas of the building, ensuring that the appropriate visit requests and security clearance credentials have been submitted in advance. The employment of Security Guards provides a valuable deterrent to individuals who might plan covert intrusion. The SSO will decide upon additional Security Guard roles periodically, which may necessitate a revised security risk assessment to be carried out. All Security Guards are to be cognizant (after training) of NATO Security Policy and will be employed to ensure the safety and security of staff, students and visitors to the NCI Academy, and that NATO information, equipment and material are protected from breach, compromise and loss in accordance with NATO Security Policy.

3. Scope

3.1. The Contractor is to provide security services on the site according to the requirements hereunder, and that in order to enhance the security profile of the site through providing a capability that will deter and detect adversaries who may wish to make an unauthorised incursion into the Academy Compound. The Contractor shall ensure that the following established security guard positions shall be manned as follows:

- 2/3 (two/three) Security Guards from 0630 to 1930 (Monday-Friday)
- 2 (two) Security Guards from 0630 to 1930 (6 x Saturday as per Annex B)

The place of work is the NCI Academy Building, Reduto Gomes Freire, Estrada da Medrosa, 2780-070 Oeiras, Portugal.

The Contracted Security Guards work under direct supervision of the NCI Agency Senior Guard.

Individual requirements and experience required to perform under this Statement of Work are described, defined and detailed in the Invitation for Bid.

3.2. The Security Guard shall carry out the principles of deterrence, detection, delay and response.

3.3. The Contractor is responsible for providing Armed Guard Services in accordance with all current applicable Portuguese legislation, rules and regulations including weapon training, safety, storage and use.