

Notification of Intent to Invite Bids

Method: International Competitive Bidding (ICB)

Provision of cleaning services to NCIA Academy in Oeiras, Portugal

NCI Agency Reference #: IFB-CO-42401986-NES

Estimated Amount: 150,000.00 € (600,000.00 € for 4 (four) optional years)

NOI Closing Date: 15 March 2024

Solicitation Release Date: Anticipated on 2 May 2024

Solicitation Closing Date: Anticipated on 19 June 2024

Contract Award Date: Anticipated on 2 September 2024

Competition Type: ICB Lowest Priced Technically Compliant

The NCI Agency hereby notifies the NATO Nations of its intent to invite bids for the procurement of 24/7 cleaning services to NCIA Academy premises in Oeiras, Portugal.

****Neo eProcurement Registration****

Attention Suppliers,

The NCI Agency is stepping into a new era of procurement. We have launched an eProcurement tool, Neo, to make our collaborations smoother, faster, and more transparent. If you are keen to do business with us, you will need to register in [Neo](#). This tool will offer suppliers visibility into past, current and upcoming business opportunities, and streamlines the competition cycles, contract awards, and account management.

The NCI Agency will be moving all procurement activities to Neo by the end of 2023. Until then, selected business opportunities will be incrementally conducted in Neo. We invite all suppliers interested in these competitions to register in [Neo](#).

NCI Agency Point of Contact

Alain COURTOIS, Principal Contracting Officer

Email: IFBCO42401986NES@ncia.nato.int

Annexes:

- A. Summary of Requirements
- B. Distribution List

To : Distribution List

Subject : **Notification of Intent to Invite Bids for Provision of cleaning services to NCIA Academy in Oeiras, Portugal**

References :

- A. BC-D(2018)0004-FINAL, BC Budget Procurement Guidance
 - B. NATO Investment Committee Decision Sheet, AC/337-D(2016)0014 dated 16 March 2016
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1. In accordance with References A through B, the NCI Agency, as the Host Nation responsible to implement the project in subject, hereby gives notice of its intent (NOI) to issue an Invitation for Bid (IFB) for Provision of cleaning services to NCIA Academy in Oeiras, Portugal, hereafter referred to as the "Project".
2. A high-level summary of the Project's technical requirements is set forth in Annex A hereto. These requirements are being refined and will be included in further details as part of the IFB.
3. The reference for this Project is IFB-CO-42401986-NES, and all correspondence concerning this NOI and subsequent IFB should reference this number.
4. The NCI Agency plans to issue an IFB using the International Competitive Bidding (ICB) Procedure for Lowest Priced Technically Compliant (LPTC) evaluations. A single, firm-fixed price contract is planned for the entire scope of work.
5. Eligibility to participate in the subsequent IFB is declared by national authorities. Hence, qualified and certified companies interested in receiving an IFB for this Project are hereby requested to provide a Declaration of Eligibility (DoE), **sent** by their Delegation/Mission to NATO to the NCI Agency contracting authority not later than 15 March 2024, which is 35 calendar days after the date of this letter.
 - a. In addition to the certification of the company's security clearances required under this NOI, the DoE should include the following information for each of the nominated companies:
 - Company name
 - Company address
 - Point of Contact (PoC)
 - PoC email address
 - PoC telephone number
 - b. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent electronically to IFBCO42401986NES@ncia.nato.int.
6. In order to maximize competition the NCI Agency may, at this discretion, accept nominations

after the deadline, so long as the IFB has not been issued. The NCI Agency may even accept, at its discretion, nominations after the IFB has been issued under the condition that such late nomination will not be used as the basis to request an extension to the bid closing date.

7. Requests for participation in this competition received directly from individual companies will not be considered.
8. Bidders will be required to declare a bid validity of [12] months from bid closing date. Should the selection and award procedure exceed the bid closing date by more than [12] months, companies will 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.
9. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED. However, the IFB and the contractual documents could contain references to other NATO documents classified as NATO RESTRICTED.
10. The successful bidder will be required to handle and store classified information up to the level of NATO RESTRICTED. In addition, contractor personnel will be required to work unescorted in Class II Security areas. Therefore, access can only be permitted to cleared individuals. Only companies maintaining such cleared facilities and the appropriate personnel clearances will be able to perform the resulting contract.
11. The NCI Agency is not liable for any expenses incurred by companies in conjunction with their responses to this NOI and such responses shall not be regarded as a commitment of any kind concerning future procurement of the items or services described herein.
12. Your assistance in this procurement is greatly appreciated.

For the Chief of Acquisition:

[Original Signed By]

Alain COURTOIS
Principal Contracting Officer

Annex A – Summary of Requirements

1. Scope of Work

This requirements aims to provide the cleaning services based upon a firm fixed-price for a period of one (1) year, with the possibility to be extend for four (4) additional years, covering the whole NCI Agency campus in a complete and integrated approach, for the entirety of its facilities. The Contractor shall be responsible to perform all the required cleaning services, which are necessary to ensure the serviceability of the whole Agency campus. The Contractor must furnish all the necessary equipment, materials, manpower, management and supervision to provide the referred services in accordance with the Technical Specifications herein.

2. Estimated contract start date, schedules, milestones and operating Hours

The estimated contract start date is 1 January 2025.

The Contractor shall perform during core hours; core hours are from 07:30am to 17:00pm, Monday through Friday.

In addition, the Contractor shall be available to perform 24 hours a day 7 days a week, and provide cleaning services after core hours and in weekends on request, as directed the Head BFS or delegated representative. In such case, the Contractor shall be able to respond and perform the required services within 2 hours of notification. Where such work is over and above the agreed contractual scope, the Purchaser will adjust the total Contract price accordingly, based on the agreed contractual rates.

3. Work Hours

Cleaning shall be performed during core hours from 07:30am to 17:00pm, Monday through Friday. Weekend work may occasionally be required as directed the Head BFS or delegated representative. Emergency/Urgent Calls: In case of emergency, the Contractor shall provide services as directed the Head BFS or delegated representative. Where such weekend and emergency work is over and above the agreed contractual scope, the Purchaser will adjust the total Contract price accordingly, based on the agreed contractual rates.

The final objective of the current bidding process is to ensure an adequate cleaning service of NCI Agency installations in Oeiras, through good performance management practices and compliance with the legal obligations in force.

The SOW will include all the technical and administrative tasks and processes necessary to meet the objectives outlined.

It aims to cover, and list, all the foreseeable tasks and responsibilities required to maintain in an optimum state of serviceability all NICA Academy premises. However should anything necessary to achieve this end have been overlooked, it shall be, nevertheless, the responsibility



of the Contractor to identify it at no additional cost to NCI Agency, so as to ensure the proper adjustments and consequent implementation of a legal contract.

This solicitation specifies the information that needs to be provided as an integral part of the proposal, as well as the information that has to be delivered after the contract signature. All the

Annex B – Distribution List

NATO Delegations:

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

Embassies in Brussels (Attn: Commercial Attaché):

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

NCI Agency – All NATEXs