

NCIA/ACQ/2024/06668
Wednesday, 05 June 2024

To: All Prospective Bidders

Subject: Invitation For Bids (IFB) – IFB-CO-422191-e-FIT – **COTS IT Equipment and Cloud Services**

Reference: A. AC/337-D(2016)0014 dated 16 March 2016
B. BC-D(2018)0004 – Final dated 29 January 2018
C. NCIA/ACQ/2023/07117 dated 21 July 2023
D. NCIA/ACQ/2023/07231 dated 25 August 2023
E. NCIA/ACQ/2024/06536 dated 02 February 2024

Dear Prospective Bidders,

1. The NATO Communications and Information Agency (NCIA) hereby invites your firm to participate in an Invitation For Bids (IFB), for the provision of COTS IT Equipment and Cloud Services.
2. The requirements under this IFB are allocated into four Schedules as follows:
 - a) Schedule A Server and Storage Equipment - The NCI Agency will place one Indefinite Delivery Indefinite Quantity (IDIQ) contract to cover the entire scope of Schedule A.
 - b) Schedule B Apple Devices – The NCI Agency will place one IDIQ contract to cover the entire scope of Schedule B.
 - c) Schedule C Microsoft Devices – The NCI Agency will place one IDIQ contract to cover the entire scope of Schedule C.
 - d) Schedule D Cloud Services – The NCI Agency will establish a framework agreement with suppliers that can provide the required Services as per Schedule D SOW Annex A.
3. The award will be based on the IFB being evaluated using lowest price technically compliant methodology in accordance with the selection criteria set forth in Book I: Bidding Instructions.
4. This solicitation represents an opportunity for your company to contribute its expertise and capabilities in support of NATO's critical mission. By participating, you will be part of a competitive process that values excellence and innovation.
5. The bid closing date and time for this IFB is on or before **Tuesday, 09 July 2024 at 12:00 hours Central European Time (CET)**. Please ensure that your submission reaches us before this date and time, late submissions may not be considered.
6. The solicitation package includes:
 - 6.1. Book I - Bidding Instructions with Annexes (for all four Schedules)

6.2. Book I – Bidding Sheets for Schedule A, B and C

6.3. Schedule A, B and C - Book II Prospective Contract:

- a. Part I: Contract Signature Page
- b. Part I: Schedule of Supply and Services – This Section will be derived from the Bidding Sheets submitted by the winning Bidder.
- c. Part II: Contract Special Provisions
- d. Part III: Contract General Provisions
- e. Part IV: Statement of Work with Annexes

6.4. Schedule D - Book II Prospective Contract:

- a. Part I: Contract Signature Page
- b. Part II: Contract Special Provisions
- c. Part III: Contract General Provisions
- Part IV: Statement of Work with Annexes

7. The security classification of this IFB is NATO UNCLASSIFIED. This Invitation For Bids remains the property of the NCI Agency and shall be protected in accordance with the applicable national security regulations.
8. You are requested to complete and return the enclosed acknowledgement of receipt within seven (7) calendar days from the date of this IFB, informing the NCI Agency of your firm's intention to bid. Your firm is not bound by its initial decision and if you decide to reverse your stated intention at a later date, you are requested to advise the point of contact listed below via email.
9. We encourage you to carefully review the solicitation package and its associated documents to ensure compliance with our requirements.
10. If you have any questions or require clarifications regarding this solicitation, we have provided a dedicated Questions and Answer Form in Book I for your convenience. Please submit your inquiries in accordance with the specified guidelines.
11. Your participation in this solicitation is highly valued, and we look forward to receiving your proposal. By joining forces with NATO, you contribute to the security and stability of our alliance.
12. Should you decide to participate, please submit your bid in accordance with the instructions provided in Book I by the specified bid closing date.
13. Prospective Bidders are advised that the NCI Agency reserves the right to cancel, withdraw, or suspend this IFB at any time in its entirety without incurring any repercussions, or liabilities.
14. The NCI Agency bears no liability for solicitation preparation costs incurred by firms or any other collateral bid preparation costs.
15. The reference for the Invitation For Bids is IFB-CO-422191-e-FIT, and all correspondence concerning this Invitation For Bids should reference this number.

16. Your Point of Contact for all information concerning this IFB is Natalia Wojciak, NCI Agency Contracting Officer who may be reached at:

IFBCO422191EFIT@ncia.nato.int

17. In accordance with the NATO Management of Non-Classified NATO Information policy (C-M(2002)60), this IFB-CO-422191-e-FIT shall not be published on the internet.
18. Thank you for your attention to this important opportunity. We anticipate your active involvement in this process and your commitment to upholding the highest standards of excellence.

FOR THE CHIEF OF ACQUISITION:

Natalia Wojciak

Natalia Wojciak
Contracting Officer
NATO Communications and
Information Agency (NCI Agency)

Attachments: (7)

- Attachment A to IFB-CO-422191-e-FIT: Acknowledgement of Receipt of Invitation For Bids
- Attachment B to IFB-CO-422191-e-FIT: Security Aspects Letter (SAL) – [applies to Schedule D only](#)
- Attachment C to IFB-CO-422191-e-FIT: Comprehension and Acceptance of the Security Aspect Letter (SAL) - [applies to Schedule D only](#)
- Attachment D to IFB-CO-422191-e-FIT: Distribution List
- Attachment E to IFB-CO-422191-e-FIT: Bidders List
- Attachment F to IFB-CO-422191-e-FIT: Book I Bidding Instructions (separate file)
- Attachment G to IFB-CO-422191-e-FIT: Book II Prospective Contract (separate files)

ATTACHMENT A.
ACKNOWLEDGEMENT OF RECEIPT OF INVITATION FOR BIDS
IFB-CO-422191-e-FIT

Please complete, sign and return by email (scanned to PDF) within seven (7) days
to: IFBCO422191EFIT@ncia.nato.int

We hereby advise that we have received Invitation For Bids IFB-CO-422191-e-FIT on
Wednesday, 05 June 2024, together with all enclosures.

PLEASE CHECK ONE:

- ☐ As of this date and without commitment on our part, we do intend to submit a bid for
Schedule **[insert Schedule A and/or B and/or C and/or D]**
- ☐ We do not intend to submit a bid.
- ☐ We are reviewing the requirements of the IFB and will notify you of our decision as
soon as possible.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

ATTACHMENT B.
SECURITY ASPECTS LETTER (SAL)
(Applicable to Schedule D only)

1. In the performance of this contract, the prime Contractor and any Sub-contractor(s) are required to comply with NATO security regulations as implemented by the NSA/DSA of the nation in which the work is performed or in the contracts involving NR information only as established in the contract's Statement of Work (SOW) requirement entitled, "Safeguarding of NATO Restricted Information".
2. All classified information and material shall be protected in accordance with the requirements established by the NSA/DSA of the nation in which the work is performed or in the case of NR information as may also be established in the Safeguarding of NATO Restricted Information Requirement.
3. In particular, the Contractor shall:
 - (a) appoint an officer to be responsible for supervising and directing security measures in relation to the solicitation, contract or sub- contract;
 - (b) submit in due time to the NSA/DSA the personal particulars of the person the contractor wishes to employ on the project with a view to obtaining PSCs at the required level where NC and above is involved;
 - (c) maintain, preferably through this officer responsible for security measures, a continuing relationship with the NSA/DSA and / or the Contracting Authority in order to ensure that all NATO classified information involved in the bid, contract or sub-contract is properly safeguarded;
 - (d) limit the copying of any classified materiel (including documents) to the absolute minimum to perform the contract;
 - (e) supply the NSA/DSA, when so requested by the latter, with any information on the persons who will be required to have access to NATO classified information;
 - (f) maintain a record of his employees taking part in the project and who have been cleared for access to NATO classified information. This record must show the period of validity and the level of the clearances;
 - (g) deny access to NATO classified information to any persons other than those authorised to have access by the NSA/DSA or in the case of NR information as determined by the need-to-know;
 - (h) limit the dissemination of NATO classified information to the smallest number of persons as is consistent with the proper execution of the contract or sub-contract;
 - (i) comply with any request that persons to be entrusted with NATO classified information sign a statement undertaking to safeguard that information and

signifying their understanding of their obligations under national legislation on the safeguarding of classified information, and that they recognise that they may have comparable obligations under the laws of the other NATO nations in which they may have access to classified information;

- (j) report to the Security Officer and to his NSA/DSA any breaches or suspected breaches of security, suspected sabotage or subversive activity, any breach giving rise to doubts as to the trustworthiness of an employee, any changes in the ownership, supervisory or managerial staff of the facility or any changes that affect the security arrangements and security status of the facility, and any other information which may be required by the NSA/DSA, such as reports on holdings of NATO classified information or materiel;
- (k) obtain the approval of (programme/project office and NSA/DSA) before beginning negotiations with a view to sub-contracting any part of the work which would involve the Sub-contractor having possible access to NATO classified information, and to place the Sub-contractor under appropriate security obligations which in no case may be less stringent than those provided for his own contract;
- (l) undertake not to utilise, other than for the specific purpose of the bid, contract or sub-contract, without the written permission of (programme/project office) or the prime Contractor, any NATO classified information supplied to him, and return to (programme/project office) all classified information referred to above, as well as that developed in connection with the contract or sub-contract unless such information has been destroyed, or its retention has been duly authorised by the contracting office or the sub-contracting officer. Such NATO classified information shall be returned at such time as the contracting office may direct; and
- (m) comply with any procedure established with respect to the dissemination of NATO classified information in connection with the contract or sub-contract.
- (n) Any person taking part in the performance of work the classified parts of which are to be safeguarded, must possess the appropriate NATO security clearance issued by his NSA/DSA. The level of this clearance must be at least equal to the security category of the materiel, the related information or specifications where NC or above is involved.
- (o) Unless specifically authorised to do so by (programme/project office), the Contractor may not pass on any NATO classified information to any third party to whom a request to supply goods or services has been submitted.
- (p) No change in level of classification or de-classification of documentation or materiel may be carried out unless written authority in this respect is obtained from (programme/project office).
- (q) No CIS may be used for processing classified information without prior accreditation by the responsible authorities. At the level of NR, such accreditation can be under delegated authority of the responsible accreditation authority or the contracting authority in accordance with SOW clause entitled,

“Safeguarding of NATO Restricted Information”.

- (r) Failure to implement these provisions and the security regulations established by the NSA of the nation where the contractual work is being performed may result in termination of this contract without reimbursement to the Contractor or claim against NATO, (programme/project office) or the national government of the said nation.
- (s) The (programme/project office) security classification check list indicates the degree of classification of the data and materiel (equipment, information, technical manuals, specifications) which may be handled in the performance of work under this contract and which must be safeguarded in accordance with the provisions of this letter.
- (t) The contractor shall destroy or return any classified information provided or generated under the contract unless the contracting authority has given written approval to retain such classified information, e.g. for warranty purposes.
- (u) The Contractor shall be required to acknowledge receipt of an accompanying SAL or Program Security Instruction (PSI) that is made part of the applicable contract and confirm that it understands the security aspects defined. With respect to contracts involving only NR information the Contractor shall also be required to confirm that it will comply with the provisions of the Safeguarding of NATO Restricted Information Requirement provided in Book II, Statement of Work and specifically that any company CIS used to handle or process NR classified information has been appropriately security accredited.

[End of SAL]

ATTACHMENT C.
COMPREHENSION AND ACCEPTANCE OF THE SECURITY ASPECT LETTER (SAL)
(Applicable to Schedule D only)

The Bidder hereby acknowledges receipt of the SAL letter in relation to the NATO Restricted Information provided under solicitation reference number IFB-CO-422191-e-FIT and certifies:

1. full comprehension of the security aspects defined in the SAL and compliance with the provisions of the Safeguarding of NATO Restricted Information requirement provided in Book II, Statement of Work ; and,
2. any company CIS used to handle or process NR classified information has been appropriately security accredited.

.....
Date

.....
Signature of Authorised Representative

.....
Printed Name and Title

.....
Company

**ATTACHMENT D.
DISTRIBUTION LIST - IFB-CO-422191-e-FIT**

NATO Delegation (Attn: Infrastructure Adviser):

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

NATO HQ

- NATO Office of Resources

Strategic Commands

- ACO Registry

Principle Contracting Officer

Project Manager

CAB Mailbox

All NATEXs

**ATTACHMENT E.
FINAL BIDDER'S LIST - IFB-CO-422191-e-FIT**

Country		Nominated Bidders
BELGIUM	1	AMAZON WEB SERVICES
BELGIUM	2	BRESCO SERVICES
BELGIUM	3	CISCO SYSTEMS BELGIUM
BELGIUM	4	COMPUTACENTER
BELGIUM	5	DELL TECHNOLOGIES
BELGIUM	6	DEUTSCHE TELEKOM GLOBAL BUSINESS SOLUTIONS BELGIUM
BELGIUM	7	DUSTIN BELGIË
BELGIUM	8	EVIDEN
BELGIUM	9	HEWLETT-PACKARD ENTERPRISE BELGIUM
BELGIUM	10	IBM BELGIUM
BELGIUM	11	MICROSOFT BELGIUM
BELGIUM	12	NTT BELGIUM
BULGARIA	13	Kontrax AD
BULGARIA	14	Kontron EOOD
BULGARIA	15	Lirex BG OOD
BULGARIA	16	Stemo OOD
BULGARIA	17	Syscom Engineering AD
BULGARIA	18	Telelink Business Services EAD
CANADA	19	Comtech SNT Corp
CANADA	20	J-Squared Technologies Inc.
CROATIA	21	KING ICT d.o.o.
CZECH REPUBLIC	22	DATERA s.r.o.
DENMARK	23	Atea A/S
GERMANY	24	ARKTIS IT solutions GmbH
GERMANY	25	Bechtle GmbH & Co. KG
GREECE	26	OTE
HUNGARY	27	Sysman Information Technologies Company Limited
ITALY	28	Softway Srl
ITALY	29	Telebit S.p.A
ITALY	30	Telecom Italia S.p.A
LATVIA	31	DATI Group SIA
NETHERLANDS	32	Het IT B.V.
NETHERLANDS	33	Protinus IT B.V.
NETHERLANDS	34	Solitee B.V.
NORWAY	35	Airbus Defence and Space AS
POLAND	36	INTARIS Sp.z o.o.
PORTUGAL	37	THALES EDISOFT PORTUGAL, S.A.
SLOVAKIA	38	Aliter Technologies, a.s.
SPAIN	39	Mercury Systems (Mercury Mission Systems Spain SL)
TURKIYE	40	Aselsan Elektronik Sanayi Ve Ticaret Anonim Sirketi
TURKIYE	41	Biltek Ulusarasi Insaat Limited Sirketi
TURKIYE	42	SBI BILISIM A.S.

UNITED KINGDOM	43	DIGITAL DEVICES LIMITED
UNITED KINGDOM	44	FUJITSU LIMITED
UNITED KINGDOM	45	GovSmart, Inc.
UNITED KINGDOM	46	LUNIQ LIMITED
UNITED KINGDOM	47	MASS CONSULTANTS LIMITED
UNITED KINGDOM	48	PELI PRODUCTS (UK) LIMITED
UNITED KINGDOM	49	SAFENAMES LTD
UNITED STATES	50	CDW Government LLC
UNITED STATES	51	Federal Merchants Corp.
UNITED STATES	52	JTF Business Systems Corp
UNITED STATES	53	NetApp U.S. Public Sector, Inc.
UNITED STATES	54	Oracle America, Inc.
UNITED STATES	55	Paragon Micro Inc.
UNITED STATES	56	PiFinity, Inc.
UNITED STATES	57	Regan Technologies Corporation
UNITED STATES	58	Smart IT Pros Inc.