

## Notification of Intent to Invite Bids

*Method: International Competitive Bidding (ICB)*

**Door to Door Export, Import and Third-Country Parcel and Pallet shipment**

**NCI Agency Reference #: IFB-CO-423297-CSSC**

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**Estimated Amount:** N/A

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**NOI Closing Date:** 9 August 2024

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**Solicitation Release Date:** Anticipated on 26 August 2024

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**Solicitation Closing Date:** Anticipated on 30 September 2024

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**Contract Award Date:** Anticipated on 7 January 2025

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**Competition Type:** ICB Lowest Priced Technically Compliant

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The NCI Agency hereby notifies the NATO Nations of its intent to invite bids for the procurement of Door-to-Door Export, Import and Third-Country Parcel and Pallet shipment services. The NCI Agency is seeking to establish reliable shipment services for various shipping requirements across NATO Member Nations and Non-EU peacetime locations.

***\*\*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.*

**NCI Agency Point of Contact**

Kenya Elise Armbrister, Senior Contracting Assistant

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**Annexes:**

- A. Summary of Requirements
- B. Distribution List

**To** : Distribution List

**Subject** : **Notification of Intent to Invite Bids for** Door to Door Export, Import and Third-Country Parcel and Pallet shipment

**References** :  
**A.** BC-D(2018)0004-FINAL, BC Budget Procurement Guidance

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1. In accordance with References A, 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 Door to Door Export, Import and Third-Country Parcel and Pallet shipment, hereafter referred to as the "Project".
  2. A high-level summary of the Project's shipping 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-423297-CSSC, 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 firm-fixed price contract is planned for each scope.
  5. Eligibility to participate in the subsequent IFB is declared by national authorities. Hence, qualified and certified companies interested in receiving the 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 9 August 2024, which is 28 calendar days after the date of this letter.
  6.
    - 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 IFB-CO-423297-CSSC@ncia.nato.int.
  7. In order to maximize competition the NCI Agency may, at its 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.

8. Requests for participation in this competition received directly from individual companies will not be considered.
9. Bidders will be required to declare a bid validity of 6 months from bid closing date. Should the selection and award procedure exceed the bid closing date by more than 6 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.
10. 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 UNCLASSIFIED.
11. The successful Bidder will be required to handle and store classified information up to the level of NATO UNCLASSIFIED. The successful Bidder will be required to deliver to NATO military bases and installations located in NATO Member Nations. Access to these bases will be on an escorted basis. The successful Bidder will be required to comply with base access requirements that will be provided by the requestor. Bidder personnel who are responsible for deliveries at NATO bases and installations must be from a NATO Member Nation, and on request may have to provide vehicle and personal identification prior to or during the arrival to NATO facilities.
12. The NCI Agency reserves the right to cancel, suspend, or withdraw this NOI at its own discretion and at any time. 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.
13. Your assistance in this procurement is greatly appreciated.

**For the Chief of Acquisition:**

*[Original Signed By]*

Kenya Elise Armbrister  
Senior Contracting Assistant

## Annex A – Summary of Requirements

### 1. Project Objective

The NCI Agency's CIS Sustainment Support Centre (Asset Management Support Branch), is seeking a Contractor which can provide reliable door to door export, import and third country parcel and pallet shipment services for the shipment of Information, Communication and Technology (ICT) and limited Non-ICT equipment.

### 2. Scope of Work

The selected Contractor shall provide shipment and transportation services of small parcels and pallets to all required NATO and NCI Agency locations, which include Non-EU peacetime locations. Limiting third-party carriers is a priority for the contract, which ensures consistency and continuity with various NATO base security requirements. On request, the selected Contractor shall provide quotation for urgent shipments within the EU (under 72hrs) and outside of the EU.

The Contractor shall provide service for the shipment of declared hazmat and dangerous goods items and shall, on request, provide service to prepare and sign documentation for dangerous goods, such as NATO 302 customs form. The Contractor shall provide an online booking system with the following features: 24/7 access to shipment bookings for multiple users, estimated pickup and delivery times, ability to create automated notification to selected recipients, automated quotations, in-transit visibility of parcel locations, invoicing and historical records of all shipments. The Contractor shall also provide online training instructions on how to use the online booking system to a selected audience.

3. The Period of Performance is anticipated to start Q1 2025 and end Q4 2025 with a one (1) year contract plus three (3) individual yearly option periods. It is important to note that this timeline represents the anticipated duration of services, and adjustments may be made as per the requirements of the solicitation process and subsequent contractual agreement.

## Annex B – Distribution List

### NATO Delegations:

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

### Embassies in Brussels (Attn: Commercial Attaché):

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

### NCI Agency – All NATEXs