



**CONTRACT No 02/2018 for the provision of WHITE CELL/SIMULATION PRESS for EXERCISE TRIDENT JAGUAR 2018 (PHASE I D/IIIA)**

***PART I: BIDDING INSTRUCTIONS***

Contracting Authority:	<b>Headquarters NATO Rapid Deployable Corps – GREECE (NRDC-GREECE)/J8 BST 903</b> Pedion Areos Camp Leoforos Stratou 3, Postal Code 54639, Thessaloniki, Greece
J8 Contacts:	Cpt Anastasios LAINAS Tel: +30 2310 882685 FAX: +30 2310 882683 e-mail:g8.pc.office@gmail.com or tasos_lainas1@yahoo.gr
Opening hours:	From Monday to Friday: From 07.00 to 15.00
Closing date for submission:	29 Jan 2018, 12.00 PM.

## **Article 1 Subject of the contract**

NRDC-GREECE will conduct a Command Post Exercise, TRIDENT JAGUAR 2018 (TRJR18) as the main training activity for 2018, focusing on JTF HQ processes, procedures and capabilities. TRJR 2018 will train, exercise and evaluate NRDC-GREECE with its associated Joint Logistics Support Group (JLSG) in planning and conducting a Non-Article 5 Crisis Response Small Joint Operation (Land) [SJO (L)] of limited complexity, under direct command of SACEUR, in a military, civilian and asymmetric threat environment involving combat incidents with High Intensity moments. The exercise will focus on Decisive operations and will include a robust White Cell/Simulation Press, comprised of 1 company as core, reinforced by civilian experts and subject matter experts able to portray different roles related to politics, NGO, economical actors or international organizations in line with SKOLKAN2 scenario used for TRJR 18.

## **Article 2 Definitions**

1. The term "Prospective Bidder" shall refer to the person (individual or corporate) that has completed and returned the Enclosure of the transmittal letter of this IFB, and has indicated thereon its intention, without commitment, to participate in the bidding.

2. The term "Bidder" shall refer to the bidding person (individual or corporate) that has submitted a bid in response to this IFB.

3. The term "Contractor" shall refer to the bidder to whom the contract is awarded.

4. The term "Contracting Officer" designates the official executing this invitation for bids on behalf of the NATO Rapid Deployable Corps Greece (NRDC-GR/J8/P&C)

5. The term "days" as used in this IFB shall, unless otherwise stated, be interpreted as meaning calendar days (weekends and holidays included).

6. The term "NATO" shall refer to the North Atlantic Treaty Organisation.

7. The term "NRDC-Greece" means the NATO Rapid Deployable Corps – Greece, located at Thessaloniki, Greece.

## **Article 3 Competition procedure**

### Procedure

The procedure is an "Invitation For Bids", in accordance with the NATO directive No 60-70 dated 30 June 2015 (BI-STRATEGIC COMMAND PROCUREMENT DIRECTIVE).

The completion of this procedure does not mandate the award of a contract. NRDC-GREECE may choose not to award the contract, or restart the process. The applicants are deemed to have considered in their offer all the implications arising from this procedure.

### Period of bid validity

The period of validity of tenders is fixed at fifty days (50 days) after the closing date for submission.

### Language and currency

Applications, tender and all correspondence must be delivered in English. The currency is the Euro.

## **Article 4 Documents of the contract**

### The contractual documents

The contractual documents are by order of precedence:

1. The three parts prospective contract.
2. The technical proposal.

In case of inconsistency between the documents of this contract, the documents above take precedence in the order of priority in which they are listed.

### Modification of the documents

NRDC-GREECE can make changes to the documents, no later than 7 days before the Closing Date for submission. All the applicants will then respond on the basis of the amended file. If NRDC-GREECE thinks that a further period of study is necessary, it will inform all the applicants of the new Closing Date for submission.

## **Article 5 Receipt of applications and offers**

### Conditions for submission of envelopes

All tenders must be submitted before the date and time limits stated on in the first page. Only the mails received in time will be considered. Two envelopes must be included in the package sent:

- The applicant must write on the first one: "ADMINISTRATIVE AND LEGAL MATTERS"
- The applicant must write on the second one: "PROSPECTIVE CONTRACT"

## **J8-2018-02**

Applicants are required to submit their tender on paper, by post or transport express to the address below:

**NRDC-GREECE HQ  
J8 Branch - Purchasing & Contracting Section  
Attn: Chief Contracting  
Cpt (HE A) LAINAS Anastasios  
BST 903  
Pedion Areos Camp  
Leoforos Stratou 3, Postal Code 54639, Thessaloniki, Greece  
For the contract for the provision of WHITE CELL/SIMULATION  
PRESS for TRJR18  
Closing date for submission: 29 Jan 2018 at 12.00 PM**

Applicants have to send an e-mail to [g8.pc.office@gmail.com](mailto:g8.pc.office@gmail.com) to inform NRDC-GREECE that their tender has been sent.

### Documents relating to the tenders

The tender must be submitted in two envelopes:

1. The first on titled "ADMINISTRATIVE AND LEGAL MATTERS" will contain:

a. The technical proposal completed, dated and signed.

b. Documentary evidence that the applicant is legally licensed, registered as an independent contractor and has authorization to perform the tasks.

c. Certificates from social security authorities to the effect that the applicant is up to date with its obligations regarding workmen's compensation and payments to the health and social security system **or** contractor's responsible statement that the contractor is up to date with its obligations regarding workmen's compensation and payments to the health and social security system.

2. The second envelope must be titled "PROSPECTIVE CONTRACT" and will contain the contractual provisions, completed, dated and signed (pages of Parts I, II, III must be initialed, pages 5 & 6 of Part III must be completed and page 6 must be signed)

### Article 6 Bid evaluation

The evaluation of Bids and their compliance with contractual provisions and proposal instructions shall be the responsibility of a Contract Award Committee (CAC). CAC is not responsible for seeking any information that is not easily identified and available in the bid package.

**Step 1: Analysis of the first envelope**

The first envelope will be opened during the CAC and the following criteria will be analyzed:

Description of the Service proposed (DSP) (60%)

The applicant will submit the technical proposal filled in. The CAC will evaluate all levels of quality of services suggested in this proposal.

In terms of White Cell/Simulation Press broad expectations, the key aspect is **relevant experiences related to NATO crisis response planning, supporting and conducting the civilian participation in NATO exercise process.**

When evaluating the bidding envelopes, NRDC-GREECE has the right to ask the candidates about details of the content of their offer. In this case, candidates must provide all information within the period of 2 days from the date of receipt the request. Otherwise, their offer will be rejected.

Evaluation form of Description of the Service proposed (DSP) as depicted in enclosure 1.

**Step 2: Analysis of the second envelope**

The CAC will open the second envelope of the tenders which are deemed acceptable [Tenders that fulfill the criteria of par. 1,a,b,c (Documents relating to the tenders) page I-4].

PRICE (PR) (40%)

The prices proposed will account for 40% of the overall rating.

**Award of the contract**

The successful applicant will be the one who, after scoring the bids, has achieved the highest overall rating (OR)

$$\text{OR} = [(\text{DSP} \times 60/100) - (\text{PR}/1000) \times 40/100]$$

In case of equal scores, the contract will be awarded to the applicant with the highest DSP score.

Applicants will be advised in writing of acceptance or rejection of their offer.

Negotiations

Not applicable.

**Article 7 Additional information**

The eventual contractors have the right to ask for supplementary information or clarifications about the contracting process or contracting issues. In this case a written request should be submitted to the NRDC-GREECE Point of Contact, **until 22 12:00 Jan 2018**. The relative answer will be circulated amongst all eventual bidders.

**Enclosure 1**

Evaluation form of Description of the Service proposed (DSP)

1. Experience of the company:

The company has to describe 5 similar contracts (concerning White Cell/Simulation Press: exercise support in influence operation – comprehensive approach, SKOLKAN Scenario, JEMM, MEL MIL process, experience in SJOs).

Number of previous similar contracts (max 5)	Factor	Result
	8	(a)

Example

Number of previous similar contracts	Factor	Result
2	8	16

2. Evaluation of assigned staff experience:

For each role, the applicant should suggest two experienced experts (main – alternative). Only one of them will participate to the exercise.

Role players may have multiple roles.

In terms of White Cell/Simulation Press broad expectations, the key aspect is **relevant experiences (up to 4 as maximum) related to NATO crisis response planning, supporting and conducting the civilian participation in NATO exercise process.**

	Roles	WHITE CELL Team	Number of previous experiences (max 4)	Average	Factor	Result
1	Representative to participate MEL MIL workshop (Strategy) 13-14 Feb 18 (TBC)	No 1			0.3	(b)
		No 2				
2	1 <sup>st</sup> Representative to participate MEL MIL workshop (Development) 19-23 Feb 18 (TBC)	No 1			0.6	(c)
		No 2				

3	2 <sup>nd</sup> Representative to participate MEL MIL workshop (Development) 19-23 Feb 18 (TBC)	No 1			0.6	(d)
		No 2				
4	1 <sup>st</sup> Representative to participate MEL MIL workshop (Inject Scripting) 12-20 Mar 18 (TBC)	No 1			1.75	(e)
		No 2				
5	2 <sup>nd</sup> Representative to participate MEL MIL workshop (Inject Scripting) 12-20 Mar 18 (TBC)	No 1			1.75	(f)
		No 2				
6	1 <sup>st</sup> SME who will play the role of the national and international media with experience in the public affairs	No 1			2	(g)
		No 2				
7	2 <sup>nd</sup> SME who will play the role of the agencies, IOs,NGOs (ICRC,OSCE etc.), institutions and individuals outside of the NATO.	No 1			2	(h)
		No 2				
8	3 <sup>rd</sup> SME who will play the role of the agencies, IOs,NGOs (ICRC,OSCE etc.), institutions and individuals outside of the NATO.	No 1			2	(i)
		No 2				
9	4 <sup>th</sup> SME who will play the role of the agencies, IOs,NGOs (ICRC,OSCE etc.), institutions and individuals outside of the NATO.	No 1			2	(j)
		No 2				



10	SME Event Manager in SITCEN	No 1			2	(k)
		No 2				

Example

Roles		WHITE CELL Team	Number of previous experiences (max 4)	Average	Factor	Result
1	1 <sup>st</sup> Representative to participate MEL MIL workshop (Inject Scripting) 12-20 Mar 18 (TBC)	No 1	4	3	1.75	5.25
		No 2	2			

**Description of the Service proposed (DSP) = a + b + c + .....+k**