



**CONTRACT No G8-21-03 for the provision of Civilian SMEs for
STLE 21 PH I/D GORDIAN BONUS III
PART I: BIDDING INSTRUCTIONS**

Contracting Authority:	Headquarters NATO Rapid Deployable Corps – GREECE (NRDC-GREECE)/G8 BST 903 Pedion Areos Camp Leoforos Stratou 3, Postal Code 54639, Thessaloniki, Greece
G8 Contacts:	OF-3 Andreana VOULTSIOU Tel: +30 2310 882685 e-mail:g8.pc.office@gmail.com , vouldsiouandreana@gmail.com
Opening hours:	From Monday to Friday: From 07.00 to 15.00
Closing date for submission:	13 May 2021,12.00 PM.

Article 1 Subject of the contract

1. NRDC-GR will conduct a land domain Computer Assisted Exercise/Command Post Exercise (CAX/CPX), STEADFAST LEDA 2021 (STLE21) as the main training activity for 2021. STLE21 will train NRDC-GR and LANDCOM Deployable Land Element in the Multi-Corps Land Component Command (MC LCC) role, as well as up to four Corps HQs (NRDC-ESP, ARRC, 3rd and 4th Corps) at MJO+ scale against a peer advisory in the Northern part of NATO strategic Direction East. STLE 21 will repeat LOYAL LEDA 2020 (LOLE 20) scenario, in line with the Deterrence and Defence of the Euro-Atlantic Area (DDA) Alignment.

2. STLE21 PH I/D will be consisted in three (3) independent Battle Staff Training (BST) events (GORDIAN BONUS I, II, III) in order to complete Staff integration, to develop Staff's ability to run cross-functional area processes, to practice collective Reports>Returns a Functional Services (FSs), to assess Staff readiness and to prepare for execution of the exercise. Specifically, GORDIAN BONUS III will be designed to run using vignettes inserted to the Training Audience (TA) by the Exercise Control (EXCON), in order to test and improve MC LCC SOP Decision Making Process (DMP) in the frame of the MC-LCC Battle Rhythm (BR) cycle.

3. EXCON for GORDIAN BONUS III will be considered of NRDC-GR's G7 personnel along with Subject Matter Experts (SMEs) who will be provided by a contracted company. The team of civilian experts and SMEs, provided by a contracted company will support the scripting of the vignettes to be used during GORDIAN BONUS III in close coordination with NRDC-GR's personnel and participate in the respective working groups as advisors to the working group leaders, covering the Intelligence, Operations, Targeting and Sustainment domains.

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/G8/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-GR" 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-GR 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 the procedure.

Period of bid validity

The period of validity of tenders is fixed at two hundred days (200 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-GR can make changes to the documents, no later than 10 days before the Closing Date for submission. All the applicants will then respond on the basis of the amended file. If NRDC-GR 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"

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

**NRDC-GREECE HQ
G8 Branch - Purchasing & Contracting Section
Attn: Chief Contracting
OF-3 (HE A) Andreana VOULTSIUO
BST 903
Pedion Areos Camp
Leoforos Stratou 3, Postal Code 54639, Thessaloniki, Greece
For the contract for the provision of SMEs Civilian for STLE 21
PH I/D BST GORDIAN BONUS III
Closing date for submission: 13 May 2021 at 12.00 PM
To be opened by the Contract Award Committee (CAC) only**

Applicants have to send an e-mail to g8.pc.office@gmail.com and voultsiouandreana@gmail.com to inform NRDC-GR that their tender has been sent.

Documents relating to the tenders

The tender must be submitted in two envelopes:

1. The first one 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 (sign and stamp from the official representative) 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 6 & 7 of Part III must be completed and page 7 and 8 of Part III 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 civilian SMEs broad expectations, the key aspect is relevant experiences related to Intelligence, Operations, Targeting and Sustainment domains.

When evaluating the bidding envelopes, NRDC-GR 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) pages I-4 and I-5].

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-GR Point of Contact, **until 26 12:00 Apr 2021**. 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 experience in NATO MJXs such as scripting personnel with experience in Intelligence, Operations, Targeting and Sustainment domains, MEL MIL- Vignette development process).

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 civilian SMEs broad expectations, the key aspect is relevant experiences (up to 4 as maximum) related to Intelligence, Operations, Targeting and Sustainment domains.

	Roles	Civilian SMEs	Number of previous experiences (max 4)	Average	Factor	Result
1	1 st SME to participate in Vignette workshop 1 (expertise in Intelligence) 28 Jun- 02 Jul 21	No 1			1.875	(b)
		No 2				
2	2 nd SME to participate in Vignette workshop 1 (expertise in Operations) 28 Jun- 02 Jul 21	No 1			1.875	(c)
		No 2				

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3	3 rd SME to participate in Vignette workshop 1 (expertise in Targeting) 28 Jun- 02 Jul 21	No 1			1.875	(d)
		No 2				
4	4 th SME to participate in Vignette workshop 1 (expertise in Sustainment) 28 Jun- 02 Jul 21	No 1			1.875	(e)
		No 2				
5	1 st SME to participate in execution (expertise in Intelligence) 01-05 Nov 21	No 1			1.875	(f)
		No 2				
6	2 nd SME to participate in execution (expertise in Operations) 01-05 Nov 21	No 1			1.875	(g)
		No 2				
7	3 rd SME to participate in execution (expertise in Targeting) 01-05 Nov 21	No 1			1.875	(h)
		No 2				
8	4 th SME to participate in execution (expertise in Sustainment) 01-05 Nov 21	No 1			1.875	(i)
		No 2				

Example

Roles		Civilian SMEs	Number of previous experiences (max 4)	Average	Factor	Result
1	1 st SME to participate in Vignette workshop 1 (expertise in Intelligence) 28 Jun- 02 Jul 21	No 1	4	3	1.875	5.625
		No 2	2			

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