

HQ NRDC-GR



FOOD PREPARATION AND PACKAGE CONTRACT

PART I

BIDDING INSTRUCTIONS

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ENCLOSURES TO PART I:

- 1: Compliance Statement
- 2: Price Format
- 3: Mailing Label

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BIDDING INSTRUCTIONS**1. GENERAL**

The purpose of this Invitation For Bidding (IFB) is to award a contract for the food preparation and package for the period: **04 Nov 2013 to 15 Nov 2013 (included)**, for the exercise "Gordian Knot 2013". The Contractor must furnish the necessary materials, tools, manpower, transport means, management, and supervision to provide the referred services in accordance with the provisions of technical specifications (Part III). The intended contract shall consist of the following three main requirements:

- a. Preparation of the food with contractor's means [the **feedstock** will be provided by the HQ NRDC-GR (SPT Bn)].
- b. Package of the food in special **heat sealed certified package** including the **cover** (plastic knife, fork, small spoon and napkin).
- c. Transportation of the packages with special vehicles in appropriate boxes (thermobox) and delivery in specific times the Camp.

For the aforementioned requirements the bidder should provide one firm fixed-price per portion of meal (2 portions per date, one for lunch and one for dinner, some days we will have two different kind of portions for lunch and one for dinner).

2. DEFINITIONS

- 2.1. 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.
- 2.2. The term "Bidder" shall refer to the bidding person (individual or corporate) that has submitted a bid in response to this IFB.
- 2.3. The term "Contractor" shall refer to the bidder to whom the contract is awarded.
- 2.4. The term "Contracting Officer" designates the official executing this invitation for bids on behalf of the NATO Rapid Deployable Corps Greece (NRDC-GR).
- 2.5. The term "days" as used in this IFB shall, unless otherwise stated, be interpreted as meaning calendar days (weekends and holidays included).
- 2.6. The term "NATO" shall refer to the North Atlantic Treaty Organisation.
- 2.7. The term "NRDC-GR" means the NATO Rapid Deployable Corps – Greece, located at Thessaloniki, Greece.

3. ELIGIBILITY

This Invitation For Bid is open to bids from every catering services company. Bidders must be legally authorised to operate, at the time of bidding and contract undersigning, this kind of enterprise and having performed at least two contracts within the last five years substantially similar in scope to the requirements described in this solicitation.

4. AMENDMENT OR CANCELLATION OF IFB

HQ NRDC-GR reserves the right to amend or delete one or more of the terms, conditions or provisions of the IFB prior to the date set for the bid closing. An amendment or amendments to this IFB shall be announced to the prospective bidders.

HQ NRDC-GR reserves the right to cancel, at any time, this IFB partially or fully. No legal liability on the part of HQ NRDC-GR for payment of any sort shall arise and in no event will a cause of action lie with any bidder for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All effort initiated or undertaken by the bidder shall be made after considering and accepting this fact. If this IFB is cancelled prior to the bid opening, the bids already received will be returned sealed as submitted to the senders upon their request.

5. EXTENSION OF BID CLOSING DATE

Any bidder may request directly from the HQ NRDC-GR Contracting Officer an extension of the bid closing date. However, the request must reach the Contracting Officer, in writing (facsimile is acceptable), not later than 4 calendar days prior to the bid closing date and must include a strong justification for the request. The HQ NRDC-GR Contracting Officer may, at his/her own discretion, grant an extension of the bid closing date.

6. COMPLIANCE STATEMENT

Bidders' proposals must be based on maximum compliance with the terms, conditions, and requirements of the IFB and its future clarifications and/or amendments.

The bidder shall include in its proposal the compliance statement at Enclosure 1. The bidder shall list thereon, when applicable, all deviations from the provisions of the intended Contract. In case of conflict between the compliance statement and the detailed evidence or explanations/comments furnished, the detailed evidence/comments shall take precedence for the actual determination of compliance.

7. ACTIVATION SCHEDULE

The activation of the service by the Contractor shall be executed in such a way as to guarantee full operational availability of the services under the contract as of **04 Nov 2013**.

8. DURATION OF THE CONTRACT

The contract awarded through this IFB will be effective from the date of final signature by the Parties, and it will be in force until **15 Nov 2013** (included).

9. EXEMPTION FROM TAXES

According to the NATO/HQ NRDC-GR TA, goods and services under the Agreement are exempt from taxes, duties and similar charges. Where notwithstanding, these are imposed by national regulations, bidders will enclose the list and the amounts of taxes, duties and similar charges which have been included in their bid, properly justified.

10. CONTENTS OF PROPOSAL

The proposal shall consist of the following minimum paper documents and electronic media:

- (1) A table of contents for the entire proposal.
- (2) Bidder's name, address, Point Of Contact, phone and fax numbers, e-mail address, and Internet site, person responsible to the national authorities of commerce and public health.
- (3) Compliance Statement for the intended contract (Enclosure 1 hereto).
- (4) List of Performance data of at least two contracts / agreements substantially similar in scope to the requirements described in this solicitation. The list must specify for each contract/agreement the following details:
 - Reference of the contract (if any).
 - Contract effective date.
 - Date completed.
 - Description of services.
 - Contract value.
 - Customer.
 - **Customer Point Of Contact (POC) for verification purposes, specifying name, telephone, and fax.**
- (5) List of Sub-Contractors that the Bidder proposes to use in connection with the performance of the contract. In case that Bidder does not use any Sub-Contractor, it will be clearly stated.
- (6) Valid licence of operation.
- (7) Insurance clearance certificate.
- (8) Tax clearance certificate.
- (9) Valid Certificate of Quality Management System where the fulfilled requirements are stated (ISO).
- (10) Valid Certificate of Foods Safety Management System where the fulfilled requirements are stated (HACCP).
- (11) Price Proposal. The Price Proposal shall be submitted on the attached PRICE FORMAT (Enclosure 2) format. **Bidders must note that partial bidding is not possible for this IFB.**

In case of lack of any of the abovementioned paper documents, except from 10(1), 10(2), the proposal will be rejected.

11. PROPOSAL SUBMISSION

11.1. The whole proposal shall be written in English and submitted **no later than 11 12:00 Oct 2013 (bid closing date)**.

11.2. Proposals shall be submitted inside a single sealed envelope. The envelope will be marked "**Sealed Bid to IFB NRDC-GR G8-13-02**". The sealed envelope will be placed in another (exterior) envelope or box on which will be glued the mailing label found on Enclosure 3 to these Instructions.

11.3. Bids may be submitted by mail, courier or hand-carried. Bids hand-carried to HQ NRDC-GR or delivered on site by commercial courier and parcel-delivery companies must be packed and labelled as indicated in paragraph above. HQ NRDC-GR is located in Thessaloniki, Greece. Packages are to be handed over to a representative of the HQ NRDC-GR PURCHASING AND CONTRACTING SECTION in Building C in the HQ NRDC-GR (HQ NRDC-GR telephones: 2310-882685 or 882683) and this on working days between 08.00 to 14:00 hrs. The time and date the bid is handed over will be recorded on the envelope or package and the delivery agent will be requested to sign the date/time endorsement, signifying his agreement as to its accuracy.

12. LATE PROPOSALS

The bidder must make every effort to ensure that his bid reaches HQ NRDC-GR before or on the exact date and time set for the bid closing. Any Bid received after this time is considered a late bid. Late bids shall be considered only before the Contract has been awarded and on condition that their failure to arrive on time is solely the result of:

- A delay in the government channels, i.e., governmental courier service or mail for which the bidder was not responsible. However the bid should have been sent not later than three(3) calendar days before the bid closing, by Registered Mail or by Certified Mail, for which an official Post Office date stamp or the receipt for certification has been obtained. Note: commercial courier or parcel-delivery companies are not considered to be government channels.
- Mishandling by HQ NRDC-GR personnel upon or after receipt.

Other late proposals cannot be considered for award. These bids will be treated as non-responsive and will be returned un-opened to the bidder, at his expense.

13. BID WITHDRAWAL

A bidder may withdraw his bid up to the date and time specified for the bid closing, by written or facsimile notice to the HQ NRDC-GR Contracting Officer. The bid will be returned un-opened to the bidder, at his expense.

14. BID CLOSING DATE

Bids must be received at HQ NRDC-GR not later than 12.00 hours (noon, Local Time) on the date indicated on the transmittal letter of this IFB, or the authorised extension thereof. At that time and date bidding will be closed.

15. BID VALIDITY

Bids submitted shall remain valid for a period of sixty (60) calendar days counted from the bid closing date. HQ NRDC-GR reserves the right to request an extension of validity if a decision cannot be made within this time. Bidder will be entitled to either grant or deny this extension of validity; HQ NRDC-GR will automatically consider a denial as a withdrawal of the bid.

16. BID EVALUATION

16.1. The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services, products and materials offered shall be the responsibility of HQ NRDC-GR and shall be based on information provided by bidders. HQ NRDC-GR will not be responsible for searching, locating or confirming any information, which is not clearly identified and available in the bid.

16.2. **Accepted bids will be evaluated with the “lower total cost” criterion.**

16.3. For the purpose of price comparison all prices will be submitted in EURO (€).

16.4. Due to NRDC-GR budget limitations the bidding process might be continued and after the unsealing of the official offers, by requesting the bidders for adjustment proposals, in order to meet the budgetary lines.

17. AWARD

17.1. HQ NRDC-GR Contract Award Committee (CAC) will award the Agreement to the Bidder whose conforming proposal represents the most financially profitable solution to NRDC-GR, and demonstrates that the Bidder can fully accomplish IFB requirements. The CAC will select the best overall offer, based upon an integrated assessment of the Bidder's price, technical specifications of the certified food package, technical and financial capabilities, and past performance record.

17.2. HQ NRDC-GR reserves the right to further negotiate the final terms and conditions of the contract before making the award.

18. CLARIFICATION OF PROPOSALS

During the entire bid evaluation process HQ NRDC-GR reserves the right to discuss any bid with the bidders in order to clarify what is being offered and to resolve any potential areas of non-compliance.

19. COMMUNICATION AND CONTACT FOR CLARIFICATION**19.1. COMMUNICATIONS**

Any communication related to this IFB, between a prospective bidder or a bidder and HQ NRDC-GR shall only be through the HQ NRDC-GR Contracting Officer in the first instance. Designated HQ NRDC-GR personnel will assist the Contracting Officer in the administration of this IFB. **There shall be no contact with other HQ NRDC-GR personnel.** This is to maintain all bidders on equal and competitive footing.

19.2. BIDDERS REQUEST FOR CLARIFICATION

Prospective bidders should seek clarification as soon as possible. Any explanation desired by a bidder regarding the meaning of this IFB, clauses, specifications etc., must be requested in writing (letter or facsimile) from the Contracting Officer. **The Contracting Officer must receive such requests for clarification not later than 4 calendar days before the bid closing date.**

Information given to a prospective bidder will be announced to all prospective bidders, as an amendment to this IFB, only if such information is necessary to bidders in submitting offers or if the lack of such information would be prejudicial to other bidders. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer.

19.3 POINTS OF CONTACT:

CPT (HE A) PETKOU Aikaterini,
Chief Contracting

1nd LT (HE A) KALKOUNOS Nikolaos,
SO Contracting

Telephone: +30 – 2310-882685

Facsimile: + 30 – 2310-882683

All correspondence will be forwarded to:

**NRDC-GR
G8 Branch - Purchasing & Contracting Section
Attn: Chief Contracting
Cpt (HE A) PETKOU Aikaterini
BST 903
Pedion Areos Camp
Thessaloniki, Greece**

COMPLIANCE STATEMENT

It is hereby stated that we have read and understand all documentation issued as part of **IFB NRDC-GR G8-13-02**. Our proposal submitted in response to the referred solicitation is fully compliant with the provisions of the IFB and the intended contract with the following exception(s):

<u>Clause</u>	<u>Description of Deviation</u>
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Date	:
Signature	:
Name & Title	:
Company	:
Proposal Reference	:

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Enclosure 2

(The following layout is to be used for the submission of Price Proposals. It may be adapted as deemed necessary to include all what is being offered)

IFB NRDC-GR G8-13-02 PRICE PROPOSAL

Mr. _____ on behalf of the firm
_____ offers to provide NATO Rapid Deployable
Corps - Greece with catering services set forth herein, subject to the provisions, terms and conditions stated in
the referred IFB and for the price of _____ for every portion of
meal.

(Note: services are exempt from Value Added Taxes (VAT))

(Bidder's Signature)

(Date)

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(The label below is to be completed by the bidder and affixed/glued to the exterior envelope or parcel with which the Bid Packages are mailed to HQ NRDC-GR)

(Cut along the lines)

SEALED BID TO IFB NRDC GR G8-13-02 To be opened by the Contract Award Committee (CAC) only	
SENDER:
TO:	HQ NRDC-GR G8 Branch / Purchasing & Contracting Section BST 903 Pedion Areos Camp Thessaloniki, Greece

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