

**HQ NRDC-GR**



**CONTRACT  
RENTAL OF CIS EQUIPMENT  
DURING EXERCISE "GOKT-16"**

**PART I**

**BIDDING INSTRUCTIONS**

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ENCLOSURES TO PART I:

1. Compliance Statement
2. Price Proposal
3. Mailing Label

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## **BIDDING INSTRUCTIONS**

### **1. GENERAL**

The purpose of this Invitation For Bidding (IFB) is to award a contract concerning rental of CIS equipment (laptops) for the needs of NRDC-GR HQ during Exercise GOKT-16. The Contractor bind himself to provide the requested services for a period of one (1) month (17 May 16 – 17 Jun 16) and in accordance with the provisions of technical specifications described in detail in Part III “SPECIAL PROVISIONS AND TECHNICAL SPECIFICATION (SOW)” of this Contract.

For the aforementioned requirements the bidder should provide fixed-price per requirement according to the closed price format. Partial Bidding is not acceptable for this competition.

### **2. DEFINITIONS**

a. 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.

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

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

d. The term "Contracting Officer" designates the official executing this invitation for bids on behalf of the NATO Rapid Deployable Corps Greece (NRDC-GR).

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

f. The term “NATO” shall refer to the North Atlantic Treaty Organisation.

g. The term “NRDC-GR” means the NATO Rapid Deployable Corps – Greece, located at Thessaloniki, Greece.

### **3. ELIGIBILITY**

This Invitation For Bid (IFB) is open to bids from every CIS equipment, IT services and software provider company. Bidders must be legally authorized to operate this kind of enterprise, and will need to submit a valid license of Operation of their Company with the submission of the bidding package and before the contract award.

#### **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**

No request for extension of the bid closing date will be accepted.

#### **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 requested material under the contract as of **17 May 2016**.

#### **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 **17 June 2016** (included).

#### **9. EXEMPTION FROM TAXES**

According to the Ministerial Decision of the Greek Minister of Finance 408/04 June 1993 and Article 15(10) of Directive 77/388/EEC, NRDC-GR HQ is being exempted from VAT and similar charges for goods and services receiving. Where notwithstanding, extra charges and taxes are imposed, bidders will enclose the list and the amounts of those charges which have been included in their bid, properly justified.

#### **10. CONTENTS OF PROPOSAL**

- a. The proposal should include the following documents:

- (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**).
  - (4) Valid licence of company operation.
  - (5) Price Proposal. The Price Proposal shall be submitted on the attached PRICE FORMAT (**Enclosure 2**). Bidders must note that partial bidding is not possible for this IFB.
  - (6) Valid Tax Clearance Certificate.
  - (7) Valid Insurance Clearance Certificate.
  - (8) 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 shall be clearly stated.
- b. Bids that do not include the contents 10.a.(3), a.(4), a.(5), a.(6), a.(7) will not be considered for award.
- c. Bids that will not be submitted upon the price proposal format and according to the instructions will not be considered for award.

## 11. PROPOSAL SUBMISSION

- a. The whole proposal shall be written in English and submitted to NRDC-GR/G8 **no later than 15 12:00 Apr 2016 (bid closing date/time)**.
- b. Proposals shall be submitted inside a single sealed envelope. The envelope will be marked "Sealed Bid to IFB NRDC-GR G8-16-03". 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.
- c. 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 07.00 to 15:00 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

a. 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 as late bid.

b. 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 mishandling by HQ NRDC-GR personnel upon or after receipt.

c. **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 **no later than 15 12:00 Apr 2016** or the authorised extension thereof (if any authorisation given by NRDC-GR). At that time and date bidding will be closed.

## 15. BID VALIDITY

Bids submitted shall remain valid for a period of thirty (30) 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

a. The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services 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.

b. Bids will be evaluated under the factor of lower price with the precondition that the technical specifications of the proposed equipment meet the minimum technical specifications and requirements described in detail in Part III (SPECIAL PROVISIONS AND TECHNICAL SPECIFICATION) of this Contract. Partial bidding is not acceptable for this competition. Bids that will not include price for both type of equipment requested, will not be considered for award.

c. For the purpose of comparison all price proposals must be submitted according to the exact form of enclosure 2 and prices must be submitted in EURO (€).



d. 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

a. 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 proposed price and technical specifications of the proposed equipment.

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

c. In case that the bidder fails or denies to proceed to the signature of the contract within 5 days after a written notice from the Contracting Officer, HQ NRDC-GR reserves the right to award the contract to the next most financially profitable solution.

## 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

### a. 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.

### b. Bidders Request for Clarification.

(1) 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** (e-mail) from the Contracting Officer. **The Contracting Officer must receive such requests for clarification not later than 3 calendar days before the bid closing date.**

(2) 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.

c. Points of Contact:

Cpt (HE A) FELLIAS Christos,  
Chief Contracting

Cpt (HE A) PATSOURAS Georgios,  
SO2 Contracting

E-mail: c.m.fellias@army.gr

Telephone: +30 2310 882685

+30 2310 882683

Fax: +30 2310 882683

d. All correspondence will be forwarded to:

**NRDC-GR HQ  
G-8 Branch - Purchasing & Contracting Section  
Attn: Chief Contracting  
Cpt (HE A) FELLIAS Christos  
Pedion Areos Camp  
Leoforos Stratou 3  
Postal Code: 54639  
Thessaloniki, Greece**

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**COMPLIANCE STATEMENT**

It is hereby stated that we have read and understand all documentation issued (via email) as part of **IFB NRDC-GR G8-16-03 (Part I, Part II & Part III)**. Our proposal submitted in response to the referred solicitation is fully compliant with the provisions of the IFB and the intended contract.

Date : .....

Signature : .....

Name & Title : .....

Company : .....

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**IFB NRDC-GR G8-16-03 PRICE PROPOSAL**

The firm \_\_\_\_\_ offers to provide NATO Rapid Deployable Corps - Greece the following services:

Rental of the following equipment from 17/5/16 until 17/6/16:

<b>S/N</b>	<b>Items</b>	<b>Technical Requirements</b>	<b>Rental Period</b>	<b>Total Price</b>
<b>1</b>	Laptops TEMPEST (approved) with OEM Microsoft Licences	As defined in Part III of this contract	17 May 16 – 17 Jun 16	
<b>2</b>	Laptops with OEM Microsoft Licences	As defined in Part III of this contract	17 May 16 – 17 Jun 16	
<b>GRAND TOTAL (Without VAT):</b>				

***(Attention: Partial bidding is not acceptable for this competition. Bids that will not include price for both type of equipment requested, will not be considered for award).***

(Bidder's Signature/Stamp)                      (Date)

*(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)*

<b>SEALED BID TO IFB NRDC-GR G8-16-03</b> <b>To be opened by the Contract Award Committee (CAC) only</b>	
<b>SENDER:</b>	..... ..... ..... .....
<b>TO: HQ NRDC-GR</b> <b>G8 Branch - Purchasing &amp; Contracting Section</b> <b>Pedion Areos Camp</b> <b>Leoforos Stratou 3, Postal Code: 54639</b> <b>Thessaloniki - Greece</b>	

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