

Notification of Intent to Invite Bids

Method: International Competitive Bidding (ICB)

Provision of building operations and maintenance services to NCIA Academy in Oeiras, Portugal

NCI Agency Reference #: IFB-CO-42401989-NES

Estimated Amount: 800,000.00 € (3,200,000.00 € for 4 (four) optional years)

NOI Closing Date: 15 March 2024

Solicitation Release Date: Anticipated on 2 May 2024

Solicitation Closing Date: Anticipated on 19 June 2024

Contract Award Date: Anticipated on 2 September 2024

Competition Type: ICB Best Value

The NCI Agency hereby notifies the NATO Nations of its intent to invite bids for the procurement of 24/7 cleaning services to NCIA Academy premises in Oeiras, Portugal.

****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.

The NCI Agency will be moving all procurement activities to Neo by the end of 2023. Until then, selected business opportunities will be incrementally conducted in Neo. We invite all suppliers interested in these competitions to register in [Neo](#).

NCI Agency Point of Contact

Alain COURTOIS, Principal Contracting Officer

Email: IFBCO42401989NES@ncia.nato.int

Annexes:

- A. Summary of Requirements
- B. Distribution List

To : Distribution List

Subject : **Notification of Intent to Invite Bids for Provision of building operations and maintenance services to NCIA Academy in Oeiras, Portugal**

References :

- A.** BC-D(2018)0004-FINAL, BC Budget Procurement Guidance
- B.** NATO Investment Committee Decision Sheet, AC/337-D(2016)0014 dated 16 March 2016

1. In accordance with References A through B, 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 Provision of building operations and maintenance services to NCIA Academy in Oeiras, Portugal, hereafter referred to as the "Project".
2. A high-level summary of the Project's technical 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-42401989-NES, 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 Best Value (BV) evaluations. The successful bid for this Project, pursuant to the IFB following this NOI, will be the bid that offers the best value in accordance with predefined evaluation criteria prescribed in the IFB. The top-level criteria weighting will be 50% Technical and 50% Price. A single, firm-fixed price contract is planned for the entire scope of work.
5. Eligibility to participate in the subsequent IFB is declared by national authorities. Hence, qualified and certified companies interested in receiving an 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 15 March 2024, which is 35 calendar days after the date of this letter.
 - 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 IFBCO42401989NES@ncia.nato.int.

6. In order to maximize competition the NCI Agency may, at this 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.
7. Requests for participation in this competition received directly from individual companies will not be considered.
8. Bidders will be required to declare a bid validity of [12] months from bid closing date. Should the selection and award procedure exceed the bid closing date by more than [12] 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.
9. 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 RESTRICTED.
10. The successful bidder will be required to handle and store classified information up to the level of NATO RESTRICTED. In addition, contractor personnel will be required to work unescorted in Class II Security areas. Therefore, access can only be permitted to cleared individuals. Only companies maintaining such cleared facilities and the appropriate personnel clearances will be able to perform the resulting contract.
11. 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.
12. Your assistance in this procurement is greatly appreciated.

For the Chief of Acquisition:

[Original Signed By]

Alain COURTOIS
Principal Contracting Officer

Annex A – Summary of Requirements

1. Scope of Work

This requirements aims to provide the operation and maintenance (O&M) services based upon a firm fixed-price for a period of one (1) year, with the possibility to be extend for four (4) additional years, covering the whole NCI Agency campus in a complete and integrated approach, for the entirety of its facilities. The Contractor shall be responsible to perform all the required maintenance starting from the preventive tasks to the non-scheduled maintenance, which are necessary to ensure the serviceability of the whole Agency campus. The Contractor must furnish all the necessary equipment, materials, manpower, management and supervision to provide the referred services in accordance with the Technical Specifications herein.

The final objective of the current bidding process is to ensure an adequate operation and maintenance of NCI Agency equipment and installations in Oeiras, through good maintenance management practices and compliance with the legal obligations in force.

An adequate operation and maintenance of NCI Agency equipment and installations includes, but is not limited to, the following:

- Routine tasks to keep high levels of Reliability, Maintainability, Availability and Serviceability of systems and equipment;
- Daily tasks concerning cleaning and sanitization;
- Compliance with the legal requirements in force in terms of Indoor Air Quality (QAI), Energy Efficiency, Health and Safety at Work and all applicable legal compliances;
- Compliance with all requirements included in the SOW specifications of the solicitation.

Of these, it is worth mentioning specifically:

- Maintenance of HVAC equipment and systems;
- Small corrective maintenance “on the spot” (that can be done at the moment the faults are detected);
- Survey and recording of existing anomalies (that cannot be repaired by the preventive maintenance team and justify a scheduled corrective intervention);
- Presentation of proposals and solutions for the anomalies identified (execution of scheduled corrective maintenance that can be done during preventive maintenance visits or on specific dates);
- Prevention assistance for the execution of corrective tasks;
- Logistical and technical support in activities related with space management (layout changes or renovation of spaces, including move of furniture);
- Equipment cleaning and sanitization;
- Collaboration in updating existing technical documentation;

- Review and/or development of maintenance plans and respective planning / scheduling inserted in the Preventive Maintenance;
- Review and / or development of written procedures for carrying out the activities included in the Preventive Maintenance;
- Preparation of technical reports or written procedures for consultation and execution of new jobs / services, as well as to support cost-effective decisions.

The O&M Company (Contractor) should be aware that the facilities are potentially subject to changes. The function foreseen for a certain room may have to change and be adjusted to a different function, which may imply modifications. Therefore, the Technical Specifications herein are subject to a tolerance of 10%, and claims of any sort from the Contractor will not be accepted by the NCI Agency while this tolerance is not exceeded. For changes above the 10% tolerance, contractual adjustments will be implemented using the unit prices included in the proposal.

The SOW will include all the technical and administrative tasks and processes necessary to meet the objectives outlined.

It aims to cover, and list, all the foreseeable tasks and responsibilities required to maintain in an optimum state of serviceability all the systems, equipment and utility services. However should anything necessary to achieve this end have been overlooked, it shall be, nevertheless, the responsibility of the Contractor to identify it at no additional cost to NCI Agency, so as to ensure the proper adjustments and consequent implementation of a legal contract.

This solicitation specifies the information that needs to be provided as an integral part of the proposal, as well as the information that has to be delivered after the contract signature. All the requests for information are to be satisfied as described in the SOW.

2. Estimated contract start date and working hours

The estimated contract start date is 1 January 2025.

Taking into consideration the requirements driven from the Agency mission, the services being contracted will be delivered mainly during regular working hours, which shall include all weekdays (Monday to Friday), plus Saturdays every other week. Occasionally, if imperative operational circumstances so determine, work may have to take place out of regular working hours to include night-time, public holidays, Saturdays and Sundays.

The Contractor shall accept the working hours of the Agency, which are from 08.00 till 17.00 – Monday to Friday.

Annex B – Distribution List

NATO Delegations:

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

Embassies in Brussels (Attn: Commercial Attaché):

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

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