NATO MILITARY POLICE CENTRE OF EXCELLENCE
Potockiego 14 Street
85-915 Bydgoszcz
Poland

SB RFP - NATO MP COE 4-2022

SIMPLIFIED BIDDING REQUEST FOR PROPOSAL FOR SUPPLY CONTRACT FOR THE PURCHASE AND DELIVERY OF "PROMOTIONAL MATERIALS" split into four parts:

Part No 1.

- **"Personalized items with engraving"** (according to "Statement of work purchase conditions", enclosure no. 1a).

Part No 2.

- **"Office supplies to promote NATO MP COE"** (according to "Statement of work purchase conditions", enclosure no. 1b).

Part No 3.

- **"Utility articles"** (according to "Statement of work purchase conditions", enclosure no. 1c).

Part No 4.

- **"Miscellaneous items"** (according to "Statement of work purchase conditions", enclosure no. 1d).

FOR NATO MILITARY POLICE CENTRE OF EXCELLENCE

Ordering Party	The NATO Military Centre of Excellence (hereinafter referred to as NATO MP COE)
Bid Closing Date:	06.04.2022 (12:00 am)
Target Contract Award Date:	not later than 12.04.2022
Date of delivery	**for part no. 1, no. 2, no. 3:** - not later than 30 days after signing the contract; **for part no. 4:** - on 31.08.2022 At the same time, due to the epidemiological situation in Poland caused by COVID-19, the Contractor

	authority allows the extension of the delivery date with the consent of both sides.
Bidding Procedure:	Simplified Bidding
Basis of Contract Award:	NATO MP COE will award the contract to the Bidder whose offer will meet the expected requirements and will be at the lowest price.
Classification:	UNCLASSIFIED
Eligibility:	Governmental or commercial entities that originate or are chartered/incorporated within NATO-member nations.
Required content of Proposal:	As a minimum, the proposal shall consist of the following documents (submitted electronically to the NATO MP COE Point of Contact as separate PDF files attached to email): - Price proposal form (Enclosure No 3a, 3b, 3c, 3d); - Combined Certificate of Legal Name of Bidder and Statement of Absence of Conflict of Interest (Enclosure No 4).

BIDDING INSTRUCTIONS

1. **General.**

   The purpose of this Simplified Bidding Request for Proposal (SB RFP) is the competitive selection of the lowest priced compliant bidder offering promotional materials for NATO Military Centre of Excellence in line with the attached Statement of Work Purchase Conditions. The intended result of this bidding is a contract to be signed between NATO MP COE and the selected bidder. Contract award is contingent upon funds availability.

2. **Classification.**

   This Simplified Bidding Request for Proposal is an UNCLASSIFIED document.

3. **Definitions.**

   a) The term **"NATO MP COE"** shall refer to the NATO Military Centre of Excellence.

   b) The term **"Bidder"**, shall refer to the bidding entity that has submitted a bid in response to this SB RFP.

c) The term **"Compliance"** as used herein means strict conformity to the requirements and standards specified in this SB RFP.

d) The term **"Contractor"** shall refer to the bidding entity to which the contract is awarded.

e) The term **"Statement of Work"** (hereinafter referred to as SOW) refers to the technical requirements defined by NATO MP COE.

f) The term **"SB RFP"** shall refer to the Simplified Bidding Request for Proposal.

g) The term **"SSA Branch"** means Security Support and Administration Branch who is the requirement owner for this SB RFP within NATO MP COE.

h) The term "**Contract Award Committee Report"** refers to the Contract Award Committee established within NATO MP COE for the selection of the successful bidder and contract award on behalf of the NATO MP COE.

i) The term **"days"** as used in this SB RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

4. **Terms and Conditions of the Bid.**

All the terms and conditions as reflected in the intended contract are deemed to be accepted by the Bidder and incorporated into the Bidder's proposal submission.

5. **Amendment or cancellation.**

a) The NATO MP COE reserves the right to amend or delete any one or more of the requirements, terms, conditions or provisions of the SB RFP prior to bid closing. Any amendment or deletion to this SB RFP will be formally announced to the Bidders via direct email communication.

b) The NATO MP COE reserves the right to cancel, suspend or withdraw for re-issue at a later date, at any time, this SB RFP either partially or in its entirety. No legal liability on the part of the NATO MP COE shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting, that no costs shall be recovered from the NATO MP COE.

6. **Clarifications to the Solicitation.**

a) Potential Bidders should seek clarifications at their earliest convenience. Any explanation regarding the meaning or interpretation of terms, clause, provision or specifications of this SB RFP, shall be requested via direct email communication from the Point of Contact established for this SB RFP within NATO MP COE,

Such requests for clarification must be received no later than 4 calendar days before bid closing date. NATO MP COE is under no obligation to answer questions submitted after this time.

b) **Information in response** to a request for clarification to a potential bidder shall be furnished to all potential Bidders via email **not later than 3 calendar days before the closing date for bids.**

The answers issued by the NATO MP COE Point of Contact shall be regarded as the authoritative interpretation of the SB RFP. Oral interpretations shall not be binding unless confirmed in writing (via email) by the NATO MP COE Point of Contact.

7. **Bid Closing Date.**

a) Bids shall be received by the NATO MP COE Point of Contact, not later than **6th April 2022, 12:00 am**, Central European Time. No bids shall be accepted after this time and date.

b) The bids shall be received exclusively by email.

c) Written and duly justified requests for extensions of the bid closing date shall be submitted directly to the NATO MP COE Point of Contact and may be granted at his discretion. Such requests must reach the NATO MP COE Point of Contact **not later than 2 calendar days prior bid closing date**. When extensions of the bid closing date are granted, the NATO MP COE Point of Contact will immediately advise all the potential bidders via direct email notification.

8. **Bid Validity.**

a) Bids shall be irrevocable for a period of ninety days (90) from the applicable closing date set forth within this SB RFP.

b) The NATO MP COE will endeavor to complete the evaluation and make an award within the period referred to above. However, should that period of time prove insufficient to render an award, the NATO MP COE Point of Contact reserves the right to request an extension of the period of validity.

c) Upon notification by the NATO MP COE Point of Contact regarding such a request for a time extension, the bidders shall have the right to:

- accept this extension of time in which case bidders shall be bound by the terms of their offer for the extended period of time, or
- refuse this extension of time and withdraw the Bid.

d) Bidders shall not have the right to modify their Bids due to NATO MP COE Point of Contact's request for extension of the Bid validity unless expressly stated in such request.

9. **Exemption of taxes.**

a) In accordance with Article VIII of the Paris Protocol dated 28 August 1952 and Art. 17 of the Supplementary Agreement between the Government of the Republic of Poland and Headquarters, Supreme Allied Commander Transformation and the Supreme Headquarters Allied Powers Europe to the Protocol on the status of International Military Headquarters set up pursuant to the North Atlantic Treaty, dated 9 July 2016, goods and services under the awarded contract are exempt from taxes, duties and similar charges.

b) NATO MP COE will pay for the goods and services provided by the suppliers registered in Poland (Host Nation for NATO MP COE) the gross price and will claim the reimbursement of the tax paid from the Polish tax authorities within the established regime, as the technical implementation of the above tax exemption arrangement.

c) NATO MP COE accepts to pay the net price (tax free) only for the goods and services provided by the suppliers registered outside of Poland, as provided by the tax exemption above. It is the obligation of foreign suppliers willing to cooperate with the NATO MP COE to issue the tax free invoices to NATO MP COE in adherence with the respective national legislation. NATO MP COE will not liaise with the foreign tax authorities to claim tax reimbursements.

10. **Proposal Submission.**

a) The proposal shall be made in **both English and Polish languages**. For foreign bidders the sole English version of proposal is acceptable.

b) The proposals must be submitted **electronically in a single email** to the NATO MP COE Point of Contact and properly identified (including bidder name).

c) **The required documents** constituting the proposal (bid) **must be signed by the authorized representative/s according to company registration document (i.e. extract from the National Court Register or Economic Activity Register for entities registered in Poland) or by a proxy, in which case the proxy document must be attached do the Bid.**

d) **The required documents** constituting the proposal (bid) shall be sent **as separate PDF files attached to this email.**

e) It is strictly required that bids are presented in the correct format and include all documents necessary to enable the NATO MP COE Report proving of efectiveness of a contract award to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender based on administrative compliance criterion.

f) Partial bidding is permitted. Partial bid must fully address the requirements published in the Statement of Work Purchase Conditions for given distinct part of this bidding.

g) The bid submitted may relate to the entire subject matter of the contract.

h) **Proposal packages are to be sent via e-mail to the following email address:** jaroslaw.walicki@mp.coe.nato.int

i) **Quotations shall be made as net and gross price expressed in PLN** (by potential bidders registered in Poland) or as net price expressed in national currency other than PLN (by potential bidders registered outside of Poland).

j) For the purpose of the price comparison all quoted prices will be converted by the NATO MP COE CAC into PLN on the basis of the PKO Bank Polski (Powszechna Kasa Oszczędności Bank Polski) selling exchange rates at close of business of the last working day preceding the Bid Closing Day.

k) It is the sole responsibility of the interested company to review any Question & Answers that may be issued in support of this solicitation, prior to bid submission.

l) No oral bids or oral modifications or telephonic bids shall be considered.

m) It is the ultimate responsibility of the Bidder prior to submission to ensure that the bid meets the technical and administrative specifications as defined in this Bidding.

11. Late Proposals.

a) It is solely the bidder`s responsibility to ensure that the proposal reaches the NATO MP COE prior to the established closing date and time. None of the late bids shall be accepted.

b) The date and time of delivery of the e-mail with proposal submitted by the Bidder to the mailbox provided above in point 10.g) this SB RFP will be taken into account for the formal determination of the delivery time.

12. **Bid Withdrawal.**

A bidder may withdraw their bid up until the date and time specified for bid closing. Such withdrawal must be completed via email addressed to the NATO MP COE Point of Contact.

13. Bid Evaluation.

a) The evaluation of bids and determination as to technical compliance of the products or services requested, shall be the responsibility of the NATO MP COE "**Contract Award Committee Report**". The selection of the successful bidder will be made on the basis of the lowest priced technically compliant offer. Such determination shall be consistent with the evaluation criteria specified in the SB RFP and detailed requirements specified in the Statement of Work. The NATO MP COE will not consider any unclear or implied pieces of information within the submitted proposal package. Only clear and unambiguous information will be considered.

b) Prior to the commencement of the technical compliance assessment, the proposals will be reviewed by NATO MP COE "**Contract Award Committee Report**" for administrative compliance with the Bid Submission Requirements of this SB RFP. These are as follows:

- The Bid was received via the established means of communication and by the Bid Closing Date and Time.
- The basic eligibility criteria are met by the bidder.
- The Bid is complete, i.e. contains all the required Enclosures properly filled with data and signed by the authorized representative where required.
- The Bid is made in both English and Polish languages. Any documents supporting the bid that are not translated into English language (self-translation will be accepted) shall not be considered eligible. For foreign bidders the sole English version of the submitted bid is sufficient.
- The Technical Proposal is complete and meets the purpose of this SB RFP.

c) A Bid that fails to conform to one or more of the above requirements will be declared non- compliant and shall not be evaluated further by NATO MP COE (selection criteria: administrative pass or fail).

d) The administratively compliant bids will be reviewed by the NATO MP COE "**Contract Award Committee Report"** for the compliance against the technical criteria established for the subject requirement, as defined in the Statement of Work. Only the bids recognized as technically compliant will be assessed in terms of the proposed prices

e) The NATO MP COE "**Contract Award Committee Report"** will compare price proposals of the Administratively and Technically Compliant Offers. No deviation from the proposed pricing is authorized.

14. Clarifications of Proposals.

a) During the entire evaluation process the NATO MP COE reserves the right to discuss any bid to clarify what is offered and interpretation of language within the bid, to resolve in potential areas of noncompliance.

b) Clarifications should not cause prices to change or technical offering to materially change. **Following receipt of bids/proposals, clarification requests should be limited to resolving likely administrative errors (e.g., obvious misprints, clerical mistakes, as in the misplacement of a decimal point or mathematical errors).**

15. Selection of the successful bidder.

a) All bids submitted will be assessed by the Contract Award Committee put in force within the NATO MP COE in two phases:

- Assessment of administrative and technical compliance,
- Assessment of the price proposal.

b) Only administratively and technically compliant bids will be considered for the selection of successful bidder.

c) The lowest priced bid among those confirmed as administratively and technically compliant will be selected for contract award.

d) In the unlikely scenario of having two or more compliant bids priced at the same level, the selection of the successful bid will be conducted based on the bid submission dates (the bid submitted first will be selected).

e) NATO MP COE shall immediately inform all the Bidders about the bidding conclusion via email.

16. Contract award.

a) Selection of the successful Bidder will be executed separately or each of the distinct parts of the bidding defined in the Statement of Work Purchase Conditions.

b) The NATO MP COE reserves the right not to award the contract to the successful bidder if:

- in the opinion of the NATO MP COE the successful Bidder is unable or unwilling to enter into a form of contract satisfactory to the NATO MP COE.
- NATO MP COE does not have sufficient available resources to meet the lowest priced compliant offer.

c) The NATO MP COE shall be entitled not to award the contract without any liability being incurred by the NATO MP COE to the Bidder.

d) If the NATO MP COE chooses not to award the contract to the selected successful bidder based on the considerations above, the contract shall be awarded to the supplier whose bid was determined as administratively and technically compliant and ranked next in order in terms of price. The contract should be then awarded subject to the same prerequisites as applied to the successful bidder.

17. Communications.

a) All communication related to this SB RFP, between a potential bidder and the NATO MP COE shall be executed only through the NATO MP COE Point of Contact.

b) There shall be no contact with other NATO MP COE personnel in regard to this SB RFP. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

c) Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Contract Award Committee or NATO MP COE during the process of examining, clarifying, evaluating and comparing bids will lead to the rejection of its bid.

d) **The NATO MP COE Point of Contact regarding the bidding process:**
Capt. Jarosław WALICKI
NATO MP COE Security Support and Administration Branch
Potockiego 14 Street
85-915 Bydgoszcz, POLAND
email: jaroslaw.walicki@mp.coe.nato.int
Phone number: 571 271 521
from Monday to Thursday 7:30 - 14.00
on Fridays 8:00 - 12:00

ENCLOSURES:

- Contract for purchase and delivery of promotional materials (Enclosure No 1a, 1b, 1c, 1d);
- Statement of work purchase conditions (Enclosure No 2a, 2b, 2c, 2d);
- Price proposal form (Enclosure No 3a, 3b, 3c, 3d);
- Combined Certificate of Legal Name of Bidder and Statement of Absence of Conflict of Interest (Enclosure No 4).

DIRECTOR
NATO MILITARY POLICE
CENTRE OF EXCELLENCE

Col Mirosław ŁABĘCKI