



NATO SUPPORT AND PROCUREMENT AGENCY
AGENCE OTAN DE SOUTIEN ET D'ACQUISITION



PROCUREMENT DIVISION
DIVISION DES ACHATS

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RFP INVITATION LETTER

To : ALL BIDDERS

Subject : **PROVISION OF COVID19 TESTING IN SUPPORT OF NATO MISSION IN KOSOVO**

Date : 18 June 2020

Collective Number : DDZ20003

IMPORTANT TIMELINES	
RFP RELEASE	: 18 June 2020
EXHIBIT IV RFP BIDDERS RESPONSE FORM	: 23 June 2020 24:00 hrs Luxembourg time
RFP BIDDER'S QUESTIONS DUE DATE	: 23 June 2020 24:00 hrs Luxembourg time
OFFER CLOSING DATE	: 05 July 2020 24:00 hrs, Luxembourg time
CONTRACTUAL FULL OPERATIONAL CAPABILITY	: 24 August 2020
OFFER VALIDITY	: 01 October 2020 24:00 hrs, Luxembourg time.

Dear Madam / Sir:

1. The NATO Support and Procurement Agency (NSPA) has the pleasure to invite your firm to submit your price proposal for the provision of subject services as described within this RFP package. An overview and listing of all documents forming this RFP package is included herein as Appendix 1 to his invitation letter.
2. **Information Availability and Accessibility**
 - a. The entire RFP as detailed in Appendix 1 shall be made available on the NSPA ePortal website and will reference the collective number (**Collective Number DDZ20003**). RFP documents will not be sent by e-mail.

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- b. Any additional information – once available – related to the RFP and the Questions and Answers submitted will be posted exclusively on the NSPA ePortal website (<https://eportal.nspa.nato.int/public/eportal.aspx>). Bidders are responsible for monitoring the website routinely for changes.
- **BE ADVISED THAT CHANGES TO RFPs MAY OCCUR AT ANY TIME – INDIVIDUAL NOTIFICATION OF CHANGES MAY NOT BE PROVIDED**
BIDDERS ARE RECOMMENDED TO REVIEW THE NSPA ePortal WEBSITE FREQUENTLY
- c. For questions relative to this RFP, please refer to Part I - Bidding Instructions and Administrative Requirements.

3. Governing Regulations

The acquisition of the aforementioned requirements will be governed by NSPO Regulation Number 4200 dated 5 December 2017, available on the NSPA website at www.nspa.nato.int in the Business with NSPA ePortal section.

4. Future Correspondence

On all future correspondence regarding this RFP you are kindly requested to refer to the Collective Number mentioned above (DDZ20003) ; Attn: DZIADOSZ Dorothy ; e-mail dorothy.dziadosz@nspa.nato.int and Jan DE VADDER; e-mail jan.devadder@nspa.nato.int

5. Proposal Submission

- a. Your firm must be registered on the NSPA Source File prior to proposal submission. If not already registered, please visit the NSPA website at www.nspa.nato.int in the Business with NSPA ePortal section for instructions.
- b. Submission of a proposal must be in accordance with the RFP and the bidding instructions provided. Your proposal must be prepared after careful consideration of all information provided in the RFP.
- c. **In order for your proposal to receive an accurate evaluation it must conform to the terms of this RFP.**
- d. Non-conforming or incomplete proposals may be refused consideration for award.
- e. An official authorized to bind your firm to a contract must sign your proposal.
- f. There are various means of transmitting your proposal, please refer to Part I -Bidding Instructions and Administrative Requirements.

Yours sincerely,

*This document is generated electronically.
Only the original document is signed and
is contained in the Procurement file with the NSPA*

Dorothy DZIADOSZ

Senior Procurement Officer

NSPA,Operational Logistics Programme Office

APPENDIX 1 – OVERVIEW OF DOCUMENTS FOR RFP DDZ20003

The complete RFP (**Collective Number DDZ20003**) package is comprised of the following documentation:

	S/N	SECTION	DESCRIPTION
PARTS	01	-	ATTENTION - RFP Notice Board to Bidders
	02	-	RFP Invitation Letter
	03	Part I	Bidding Instructions
	04	Part II	Draft Contract
			General Provisions for Services
			NSPA Termination for Convenience
	05	Part III	SOW 2.0
	06	Part IV	CONDO - Instructions for NATO Support and Procurement Agency (NSPA) Contractors Deployed on Operations
Exhibit	07	Exhibit I	Priced Bill of Services
	08	Exhibit II	Contractual Compliance Form
	09	Exhibit III	Technincal Compliance Matrix
	10	Exhibit IV	RFP Response Form
Annex	11	Annex A	RFP (Bidders) Questions Form Template