

**JOINT WARFARE CENTRE**

Postbox 8080

N-4068 Stavanger, Norway

Telephone

Direct dial: 52879291/9290

RENTAL AND SERVICE AGREEMENT SHREDDERS

 PART I

BIDDING INSTRUCTIONS

**JWC-16-R-089**

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Bid Form

### **PURPOSE**

The purpose of this Invitation for Bidding (IFB) process is to award a Contract for Companies to provide shredders and service as specified in the Statement of Work (SOW).

These services will be performed on an “as ordered” basis. This IFB includes an estimate of JWC’s requirements during the contract period.

The Bidding Instructions should enable the bidders to prepare and submit their quotations for meeting the administrative requirements of this JWC-16-R-089.

### **BACKGROUND**

Joint Warfare Centre (JWC) is seeking contract support to fulfill its requirement for rental and service for shredders on the JWC location on Jåttå for the coming years.

### **DEFINITIONS AND ABBREVIATIONS**

a. "Bidder" means to the bidding entity that has submitted a bid in response to this IFB.

b. “Contracting Officer” or the “Purchasing & Contracting Officer” or “P&C” means the person executing and managing this contract on behalf of JWC. Only duly designated Contracting Officers have the authority to obligate JWC.

c. “Contracting Officer Representative” or “COR” means a person appointed by the Contracting Officer for the purpose of determining compliance with the technical requirements of the contract.

d. “HQ SACT” means the Headquarters, Supreme Allied Commander Transformation, located at Norfolk, VA, United States of America.

e. “JWC” means the Joint Warfare Centre, located in Stavanger, Norway.

f. “North Atlantic Treaty Organisation” is hereafter referred to as “NATO”.

g. “Supplier/Company” means a party that supplies goods or services.

### **USEFUL WEB SITES**

The following web sites contain information that may prove useful to the Bidders;

NATO ; [www.nato.int](http://www.nato.int)

JWC; [www.jwc.nato.int](http://www.jwc.nato.int)

Norwegian Tax Authorities; [www.skatteetaten.no](http://www.skatteetaten.no)

Norwegian Work and Welfare Authorities; [www.nav.no/page?id=805312736](http://www.nav.no/page?id=805312736)

### **CLASSIFICATION**

This IFB is a NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC document. However, it may make references to classified documents for which access and/or retention are subject to NATO and national security rules and procedures. JWC will not distribute these classified documents to prospective bidders nor will JWC consider any request for time extension to enable a prospective bidder to obtain these classified documents from national sources.

1. **PARTIAL BIDDING**

Partial bidding is NOT AUTHORIZED.

### **AMENDMENTS OR CANCELLATION OF THE IFB**

JWC reserves the right to modify or delete any one or more of the terms, conditions, requirements or provisions of the IFB prior to the date set for the bid closing. JWC reserves the right to cancel this IFB, in its entirety, at any time. No legal liability on the part of JWC for payment of any sort shall arise and in no event will a cause of action lie with any bidders for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All efforts initiated or undertaken by the bidders shall be done considering and accepting this fact. JWC will inform the prospective bidders by email or fax for any changes of this original document. If this IFB is cancelled prior to the bid opening, the bids already received will be returned unopened to the senders.

### **COMPLIANCE**

Bidder’s proposal must be based on a full compliance with the terms, conditions, and requirements of the IFB and its future clarifications and/or amendments. The bidder may offer variations in specific implementation and functional details, provided that stated functional and performance requirements of the IFB are fully satisfied.

Each bidder will include in his bid a compliance statement in accordance with Part I, Annex A-1. The bidder shall list thereon, when applicable, all deviations from the Bidding Instructions (Part I), JWC General Provisions (Part II) and the Statement of Work (Part III). Failure to submit a completed compliance sheet may result in disqualification of the bid. 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.

### **CURRENCY**

Bids must be in NOK. Bidders are also advised that all invoices and payments will be made in the currencies agreed in the contract. Bank charges related to payments outside Norway will be charged to the supplier.

### **CONTENTS OF PROPOSAL**

**10.1 Number of Copies**

The bid will consist of one (1) bid packages: the Price Proposal and the Technical Proposal. The Technical Proposal shall be submitted in one (1) original and the Price Proposal shall be submitted in one (1) original.

**10.2 Bid Packages**

The bid shall be: the Price Proposal and the Technical Proposal.

1. Price Proposal: The Price Proposal shall be made in accordance with the attached Bid Form (see Part 1 Annex B Bid form). The basic presentation and numbering system must not change.

The Bid Form (Annex B) must be dated and signed by Bidder’s authorized personnel. Proposed rates must be fully “loaded” [G&A, O/H etc.],

1. Administrative Documentation and Technical Proposal: Each prospective bidder shall include a technical proposal to include as a minimum the following information:

b.1 Table of Contents for the entire bid.

b.2 The Compliance Statement (Annex A-1)

b.3 The Certificate of Legal Name of Bidder (Annex A-2)

b.4 The Certificate of Independent Determination (Annex A-3)

b.5 The Certificate of Bid Validity (Annex A-4)

b.6 The Certificate of Exclusion of Taxes and Charges (Annex A-5)

b.7 The Certificate of Authorization to Perform (Annex A-6)

b.8 Past Performance (Annex A-7)

The Technical Proposal must enable JWC to assess the supplier’s current position in promoting quality and financial assurance.

### **BID SUBMISSION**

**11.1 Language**

Bids shall be submitted in the English language.

**11.2 Bid Mailing**

a. Each bid will be placed in a package, which will be sealed and marked “Sealed Bid to JWC-16-R-089. The package containing the entire sealed bid will be placed in another envelope, also prominently marked with the IFB reference (JWC-16-R-089) and addressed to:

**MAILING ADDRESS:**

Sealed Bid to JWC-16-R-089”.

Joint Warfare Centre

BUDFIN – Purchasing and Contracting Branch

P.O. Box 8080

Gamle Eikesetveien 29

N-4068 Stavanger, Norway

Tel: +47 52879291/9290

 **ADDRESS USED FOR SHIPPING PARCELS (CARRIER/DELIVERY SERVICE):**

“Sealed Bid to JWC-16-R-089”.

Joint Warfare Centre

BUDFIN – Purchasing and Contracting Branch

Eikesetveien 29

N-4032 Stavanger, Norway

Tel: +47 52879291/9290

b. Bids hand-carried to JWC, delivered by commercial courier, or parcel Delivery Companies are to be handed over to a representative of the Purchasing & Contracting Branch. The Branch is typically open Monday through Friday between 08:00 to 15:30 hrs, please call the office and arrange a time & date to be meet at the front gate – 47-52879291/9290. Receipt of the bid (namely time and date) will be recorded on the package, and the delivery agent will be requested to sign the date/time endorsement, signifying transfer of accountability.

### **LATE BIDS**

The bidder must make every effort to ensure that the bid reaches JWC before or on the exact date and time set for the bid closing. Bids received after the established closing date/time will be considered late. Late bids shall be considered only before the contract has been awarded and on condition that their failure to arrive on time can be attributed to the following circumstances:

a. A bidder will not be held responsible for service delays, so long as a bid was sent (Registered Mail or by Certified Mail) through commercial channels at least ten (10) days before the bid closing. An official Post Office date stamp or service receipt will be required in order to substantiate reason for delay.

b. Mishandling by JWC personnel upon or after receipt.

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

### **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 JWC Contracting Officer. The bid will be returned unopened to the bidder, at his expense.

### **BID CLOSING DATE**

Bids must be received at JWC **not later than 10:00 hours (local time) 12-December-2016**. At that time and date, bidding will be closed.

### **BID VALIDITY**

Bids submitted shall remain valid until 30 June 2017. JWC reserves the right to request an extension of validity if a decision cannot be made within this time. Bidders will be entitled to either grant or deny this extension of validity. JWC will interpret a denial as a withdrawal of the bid.

### **DURATION OF THE CONTRACT**

The contract awarded through this IFB will be effective 01-March-2017 until 31-December-2017 – Base Contract with up to four (4) yearly extension-options. Notice of execution of the optional year(s) will be provided in writing by the Contracting Officer no later than 60 days prior to current contract expiration date.

### **BID EVALUATION**

**17.1 Responsibility**

The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services offered will be the responsibility of JWC Contract Award Committee (CAC) and shall be based on information provided by the bidders. JWC is not responsible for seeking any information that is not easily identified and available in the bid package.

**17.2 Evaluation Process**

JWC CAC will thoroughly evaluate the financial and technical proposal submissions. It is imperative that prospective bidders provide enough information for the CAC to properly evaluate the supplier’s competence, qualifications, and resources.

a. The evaluation of bids shall be based as follows:

Verification and assessment of compliance with all administrative bidding instructions

Thorough evaluation of the received bids (technical) to ensure ability to perform (i.e., overall competency), as well as compliance with JWC clauses (General Provisions, Special Provisions & Statements of Work).

Price proposals of technically compliant bidders, as contained and conforming to JWC Bid Form Annex B, shall then be reviewed to determine the lowest priced technically compliant bid.

**Total price will be evaluated (Base Contract plus four (4) option years).**

**17.3 Clarification of Proposals and Discussions**

During the bid evaluation process, JWC reserves the right to discuss any bid with the bidders in order to clarify what is being offered (technical capabilities, financial information, investment plan, etc.) and to resolve any potential areas of non‑compliance. However, no change to the content of the bid (technical, financial, etc.) shall be permitted.

### **COMMUNICATIONS AND CONTACTS FOR CLARIFICATION**

**18.1 Communications in General**

Any communications related to this IFB, between a prospective bidder and JWC shall only be through JWC Contracting Officer and/or JWC Contracting Specialist; only such persons may, during the solicitation and evaluation period, answer inquiries regarding this IFB. There shall be no contact with regards to this IFB with other JWC or NATO personnel. This is to maintain all bidders on an equal and competitive footing. Bidders not following this rule will be disqualified.

**18.2 Bidders Request for Clarification**

Bidders should seek clarification as soon as possible. Any explanation desired by a bidder regarding the meaning or interpretation of this IFB, specifications etc., must be requested in writing (facsimile or email) to the Contracting Officer and/or Contracting Specialist. The Contracting Officer must receive clarification requests at least ten (10) days before bid closing. It is the Contracting Officer’s exclusive right to deny or grant an extension of the closing date.

Information given to a bidder will be furnished to all prospective bidders, by way of a clarification to the IFB. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer and/or Contracting Specialist.

**18.3 Point of Contact**

LTCDR Paal Haarr, Contracting Officer

Tel: +47 52 87 92 91

E-mail address: paal.haarr@jwc.nato.int

Mr Kjetil Sand, Contracting Officer

Tel: +47 52 87 92 90

E-mail address: kjetil.sand@jwc.nato.int

All correspondence is to be forwarded to group email box: **pcs@jwc.nato.int**

Joint Warfare Centre

BUDFIN – Purchasing and Contracting Branch

ATTN: Kjetil Sand/Paal Haarr

P.O. Box 8080

Gamle Eikesetveien 29

N-4068 Stavanger

Norway

**PART I BIDDING INSTRUCTIONS, ANNEX A-1**

**A-1 COMPLIANCE STATEMENT**

It is hereby stated that our bid to JWC16-R-089 is fully compliant with the Bidding Instructions, General Provisions and Statement of Work as contained in Part I, II and III of this document, with:

 No exceptions

Or

The following exception(s):

|  |  |  |
| --- | --- | --- |
| Part | Paragraph | Description of Deviation |
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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Reference: JWC-16-R-089

**PART I BIDDING INSTRUCTIONS, ANNEX A-2**

**A-2 CERTIFICATE OF LEGAL NAME OF BIDDER**

|  |
| --- |
| This Bid is prepared and submitted on behalf of the legal corporate entity specified below: FULL NAME OF CORPORATION: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DIVISION (IF APPLICABLE):  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| SUB DIVISION (IF APPLICABLE):  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| OFFICIAL MAILING ADDRESS:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-MAIL ADDRESS:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| TELEFAX NO:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| POINT OF CONTACT REGARDING  |
| THIS BID: NAME:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| POSITION:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| TELEPHONE:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| ALTERNATIVE POINT OF CONTACT:  |
| NAME:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| POSITION:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| TELEPHONE:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  |  |
| .................................................... Date  | ...................................................... Signature of Authorized Representative  |
| ..............................................................  Title |
| ..............................................................  Company |
|  |  |
|  |  |

**PART I BIDDING INSTRUCTIONS, ANNEX A-3**

**A-3 CERTIFICATE OF INDEPENDENT DETERMINATION**

1. Each Bidder shall certify that in connection with this procurement:

1. This Bid has been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other Bidder or with any competitor;
2. The contents of this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to award, directly or indirectly to any other Bidder or to any competitor, and

c. No attempt has been made, or will be made by the Bidder to induce any other person or firm to submit, or not to submit, a Bid for the purpose of restricting competition.

2. Each person signing this Bid shall also certify that he is the person in the Bidder’s organization responsible within that organization for the decision as to the bid and that he has not participated and will not participate in any action contrary to 1(a) through 1(c) above, or

1. They are not the person in the Bidder’s organization responsible within that organization for the bid but that they have been authorized in writing to act as agent for the persons responsible for such a decision in certifying that such persons have not participated, and will not participate in any action contrary to 1(a) through 1(c) above, and as their agent does hereby so certify, and

b. They have not participated and will not participate in any action contrary to 1(a) through 1(c) above.

|  |  |
| --- | --- |
| .................................................... Date  | ..............................................................  Signature of Authorized Representative  |
| ..............................................................  Title |
| ..............................................................  Company |

**PART I BIDDING INSTRUCTIONS, ANNEX A-4**

**A-4 CERTIFICATE OF BID VALIDITY**

I, the undersigned, as an authorized representative of the firm submitting this bid, do hereby certify that the pricing and all other aspects of our offer will remain valid until **30 June 2017.**

|  |  |
| --- | --- |
| ………………………………………..Date | …………………………………………..Signature of Authorized Representative…………………………………………...Title…………………………………………..Company |

**PART I BIDDING INSTRUCTIONS, ANNEX A-5**

**A-5 CERTIFICATE OF EXCLUSION OF TAXES AND CHARGES**

I hereby certify that the prices offered in the price proposal of this bid will exclude all taxes, duties and customs charges from which the Contracting Officer has been exempted by international agreement.

|  |  |
| --- | --- |
| ………………………………………..Date | …………………………………………..Signature of Authorized Representative…………………………………………...Title…………………………………………..Company |

**PART I BIDDING INSTRUCTIONS, ANNEX A-6**

**PART I, ANNEX A-6 CERTIFICATE OF AUTHORIZATION TO PERFORM**

The SUPPLIER warrants that the SUPPLIER and sub-contractors, if any, have been duly authorized to operate and do business in Norway; SUPPLIER and sub-contractors, if any, have obtained all necessary licenses and permits required in connection with the contract; that SUPPLIER and sub-contractors, if any, will fully comply with all the laws, decrees, labor standards and regulations of Norway during performance of this contract; and that no claim for additional moneys with respect to any authorizations to perform will be made upon JWC.

Have adequate financial resources to perform the contract, or the ability to obtain them.

|  |  |
| --- | --- |
| ………………………………………..Date | …………………………………………..Signature of Authorized Representative…………………………………………...Title…………………………………………..Company |

**PART I BIDDING INSTRUCTIONS, ANNEX A-7**

**A-7 PAST PERFORMANCE**

Shredder Support Services completed within the last 5 years or ongoing.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Contract**  | **Name of Company/ Agency**  | **Period of Performance** | **Contact**  | **E-mail address**  | **Phone** | **Did contract involve placement of personnel in Norway yes/no** |
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Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Reference: JWC-16-R-089\_\_\_\_\_

BID FORM

\*\*\*SEE ANNEX B BID FORM

|  |
| --- |
| Bidder Comments:  |

\*\*\*PLEASE NOTE: Notice of execution of the optional year(s) will be provided in writing by the Contracting Officer \*\*\*