

NATO UNCLASSIFIED
RELEASABLE FOR INTERNET TRANSMISSION

**INTEGRATED AIR AND MISSILE DEFENCE
CENTRE OF EXCELLENCE**



IFB FINCON 22-01

**“Microsoft 365 Business Premium
Subscriptions”**

PART I

BIDDING TERMS & INSTRUCTIONS

February 2022

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NATO UNCLASSIFIED
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The purpose of this Invitation For Bidding (IFB) is to establish a contract with a supplier for the purchase of Microsoft 365 Business Premium subscriptions. The Contractor must be able to provide the items requested in full compliance with the provisions of special and technical specifications as Part III.

2. Definitions

As used throughout this IFB, the following terms shall have meanings as set forth below (unless otherwise indicated in the Contract):

2.1 The North Atlantic Treaty Organization (NATO) is hereafter referred to as "NATO";

2.2 "Paris Protocol" means the Protocol on the Status of International Military Headquarters set up pursuant to the North Atlantic Treaty, dated 28 August 1952;

2.3 "IAMD COE" or "Centre" means the Integrated Air and Missile Defence Centre of Excellence, located in Chania, Crete, Greece;

2.4 "Director" means the IAMD COE's Director;

2.5 "Support BH" means the IAMD COE's Support Branch Head;

2.6 "Bidder" shall refer to the bidding person (individual or corporate) that has submitted a bid (as Enclosure 1) in response to this IFB.

2.7 "Contractor" shall refer to the bidder to whom the contract is awarded.

2.8 "FINCON" (IAMD COE "Financial Controller") and "P&C Officer" (IAMD COE "Procurement & Contracting Officer") designate the officials executing this IFB on behalf of the IAMD COE.

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

2.10 "Information" means any data processed, stored or transmitted, regardless of form or type, including that of a scientific or technical nature, and also including but not limited to photographs, interim and final reports, manuals, threat data, experimental data, test, designs, specifications, processes, techniques, inventions, drawings, software including source code, technical writings, sound recordings, pictorial representations, and other graphical presentations, whether in magnetic tape, computer memory or any other form and whether or not subject to copyrights, patents, or other legal protection.

3. Eligibility

3.1 This IFB is open to bids from any supplier who has his registered office in a state of the IAMD COE participating nations (Greece, Bulgaria, the Czech Republic, Romania and Turkey). Bidders must be legally authorised to operate, at the time of bidding and contract undersigning, this kind of enterprise.

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3.2 The following suppliers are not accepted for this IFB:

3.2.1 Those that were finally expelled from an authority of the Public Sector because they did not fulfill their contractual obligations;

3.2.2 Those that were excluded from tenders for its supplies.

4. **Amendment or Cancellation of the IFB**

4.1 The IAMD COE 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. Any amendment or amendments to this IFB will be announced to the bidders by the IAMD COE.

4.2 The IAMD COE reserves the right to cancel, at any time, this IFB partially or fully. In such case no bidder shall claim for payment of any sort of expenses concerning the preparing or the submission of the bid. 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**

5.1 No request by any prospective bidder for extension of the bid closing date will be accepted.

5.2 The IAMD COE reserves the right to amend the closing date in case no bids will have been received.

6. **Compliance Statement**

6.1 Bidders' proposals must be based on maximum compliance with the terms, conditions, and requirements of this IFB and any future clarifications (may be provided in writing) or/and amendments.

6.2 The bidder shall include in its proposal the compliance statement (as template included in Enclosure 1).

7. **Activation Schedule**

7.1 The Contractor shall execute its obligations immediately after the issuance of the respective contract award in such a way as to guarantee full operational availability of the system requested in accordance with the terms of this IFB.

8. **Exemption from Taxes**

8.1 In accordance with Paris Protocol and its Supplementary Agreement (Hellenic Law 2826/2000 and Reference C), goods and services are exempt from taxes, duties and similar charges. For this purpose, a tax exemption certificate will be delivered to the Contractor.

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9.1 The bidder's proposal should include the following documents (as Enclosure 1):

9.1.1 Compliance statement for the intended contract (in English);

9.1.2 Bidder's name, address, point(s) of contact with his/her/their phone numbers and e-mail address(es);

9.1.3 Price proposal for all the items requested. Bidders must note that no partial bidding is permitted;

9.1.4 List of any sub-Contractors that the bidder is to use in connection with the performance of the contract. In case that no relevant list will be submitted with the bidder's proposal, it will be considered that no sub-Contractors will be used.

9.2 Bids that do not include all the contents except for par. 9.1.4 will not be considered for award. Bids that will not be submitted upon the price proposal format and according to the current instructions will not be considered for award.

10. Proposal Submission

10.1 The whole proposal shall be written in English and submitted to the IAMDCOE electronically through the e-tendering application "sourceONE" until the closing date and time. The registration in this application is free of charge and can be implemented through the website: <https://register.marketsite.gr/>. Bids that will be submitted by other means will be rejected without prejudice to the following paragraph 10.2.

10.2 Bids may be submitted via e-mail or by courier or hand-carried only in the case the abovementioned application "sourceONE" would be out of order and a related announcement by the IAMDCOE will have been notified. Bids hand-carried to the IAMDCOE or delivered on site by commercial courier and parcel-delivery companies shall be handed over to a representative of the IAMDCOE during working days between 07:30 to 14:30 hrs except for the bidding close date when the deadline is up to the closing time. The date and the time 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.

10.3 The bidder shall make any effort to ensure that his bid reaches the IAMDCOE before or on the exact date and time set for the bid closing. Any bid received after this time is considered as late bid.

11. Late Proposals

11.1 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 the IAMDCOE personnel upon or after receipt.

11.2 Other late proposals cannot be considered for award. These bids will be treated as non-responsive.

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12.1 A bidder may withdraw his bid up to the date and time specified for the bid closing, by written or facsimile notice to the IAMD COE.

13. Bid Validity

13.1 Bids submitted shall remain valid for a period at least of fifteen (15) calendar days counted from the bid submission.

13.2 The IAMD COE 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; The IAMD COE will automatically consider a denial as a withdrawal of the bid.

14. Bid Evaluation

14.1 The evaluation of bids and the determination as to the responsiveness and technical adequacy of the services offered shall be the responsibility of the IAMD COE and shall be based on information provided by bidders. The IAMD COE will not be responsible for searching, locating or confirming any information, which is not clearly identified and available in the bid.

14.2 Bids will be evaluated under the factor of lower cost (based on the billing of the subscriptions on a monthly basis).

14.3 For the purpose of comparison, all price proposals shall be submitted according to the exact form of Enclosure 1 and prices must be in EURO (€).

15. Award

15.1 The IAMD COE, upon its Director's decision, will award the contract to the bidder whose conforming proposal represents the most financially profitable solution to the Centre, and demonstrates that the Bidder can fully accomplish IFB requirements.

15.2 The IAMD COE reserves the right to negotiate the final terms and conditions of the contract before making the award, in condition that no differences create in comparison with the technical and financial terms based on this IFB.

16. Clarification of Proposals

16.1 During the entire bid evaluation process, the IAMD COE 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.

17. Communication and Contact for Clarification

17.1 Any communication related to this IFB, between a prospective bidder and the IAMD COE shall only be through the FINCON or/and the P&C Officer through the application "*sourceONE*". Designated IAMD COE personnel will assist these officers

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in the administration of this IFB. There shall be no contact with other IAMD COE personnel or through other means in order to maintain all bidders on equal and competitive footing.

17.2 Bidders (or prospective bidders) should seek clarifications as soon as possible. Any explanation, desired by a bidder (or prospective bidder) regarding the meaning of this IFB, clauses, specifications etc., will be provided by the Centre's competent officer as soon as possible.

17.3 Information given to a prospective bidder will be announced to all bidders (through the application "*sourceONE*"), if such information is deemed 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 Centre's competent Officer following a respective (in writing) request by bidder.