



Request for Quotation (RFQ-2024-JALLC-007)

SUBJECT: Provision of Cleaning Services (RFQ-2024-JALLC-007)

DATE: 11 November 2024

1. General

The Joint Analysis and Lessons Learned Centre (JALLC) requests a quotation for the **Provision of Cleaning Services** as detailed in the Statement of Work (**Enclosure B**). The result of this RFQ will be the **Firm Fixed-Price (FFP) with Economic Price Adjustment (EPA)** contract.

2. Classification

This RFQ is an UNCLASSIFIED document.

3. Eligibility

This RFQ is open to companies:

- a. Established in a North Atlantic Treaty Organization Alliance member Nation;
- b. Working as licensed general contractors in the required field and legally authorised to operate in Portugal, at the time of bidding;
- c. That have performed and concluded at least 3 contracts within the last 2 years for similar services, as described in this RFQ.

4. Exemption of taxes

In accordance with the agreements (Article VIII of the Paris Protocol dated 25 August 1952) goods and services under this contract are exempt from taxes, duties and similar charges.

5. Amendment or Cancellation

- a. The JALLC reserves the right to amend or delete any, one or more of the terms, conditions or provisions of the RFQ prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.
- b. The JALLC reserves the right to cancel, at any time, this RFQ either partially or in its entirety. No legal liability on the part of the JALLC 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 JALLC.

6. Clarifications to the Solicitation

- a. Prospective bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this RFQ, terms, clause, provision or specifications, shall be requested in writing, from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than 5 calendar days prior to the bid closing date.
- b. Information in response to a request for clarification to a prospective bidder shall be furnished to all prospective bidders as a Question and Answer amendment. All such amendments shall be incorporated into this RFQ. Oral Interpretations shall not be binding.

7. On-site visit

- a. Prospective bidders requiring a technical visit at the JALLC premises shall send a visit request by e-mail to the point of contact mentioned at the end of this document.
- b. JALLC will be open for technical visits from 25 November 2024 to 29 November 2019.

8. Bid Closing Date

Bids shall be received at the JALLC Budget and Finance Branch, no later than **6 December 2024, 16:00** Hours, Lisbon - PORTUGAL. No bids shall be accepted after this time and date.

9. Bid Validity

Bids shall be remained valid for a period of ninety days (90) from the applicable closing date set forth within this RFQ. The JALLC reserves the right to request an extension of validity. Bidder shall be entitled to either grant or deny this extension of validity. The JALLC shall automatically consider a denial to extend the validity as a withdrawal of the bid.

10. Contents of Proposal

- a. The proposal shall consist of 1 (one) electronically submitted **Technical Package** and 1 (one) electronically submitted **Price Proposal**.
- b. The **Technical Package** shall consist of the following minimum electronic documents:
 - (1) The Bidder's full name, address, Points of Contact (POC), telephone number and e-mail address;
 - (2) Documents proofing valid certifications issued by accredited organizations under *Sistema Português da Qualidade (SPQ)* or equal foreigner organizations, in accordance with ISO 9001:2015 and ISO 14001:2015;
 - (3) Past Performance Form (**Enclosure C**);
 - (4) Certification of Security Clearance (documents proofing valid certification or **Enclosure E**);
 - (5) Other appropriate technical documentation to determine whether proposed goods, services, terms and conditions unequivocally comply with all the requirements of this RFQ.
- c. The **Price Package** shall consist of the following electronic document duly filled and signed:

- (1) Company Price proposal (**Enclosure D**)

11. Proposal Submission

- a. The proposal shall consist of **1 (one) electronically submitted Technical Package** and **1 (one) electronically submitted Price Proposal**. Electronic copies (emailed PDF versions) of the documents must be received not later than 6 December 2024, 16:00 hours, Lisbon Time - PORTUGAL.
- b. Price proposals shall be in EUR currency.
- c. Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- d. It is the sole responsibility of the interested company to review any Q & A that may be issued in support of this solicitation, prior to bid submission deadline.
- e. No oral bids or oral modifications or telephonic bids shall be considered.
- f. It is the ultimate responsibility prior to submission that all proposal submissions are reviewed to ensure they meet the technical and administrative specifications and that offers meet the limitations and expressed conditions.

12. Late Proposals

It is solely the bidder's responsibility that every effort is made to ensure that the proposal reaches JALLC prior to the established closing date and time. All late bids shall be returned to the offering company unopened. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff negligence (mishandling) shall the bid be considered.

13. Bid Evaluation.

- a. The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance of the products or services requested shall be the responsibility of JALLC Contracting Officer. Such determinations shall be consistent with the evaluation criteria specified in the RFQ. JALLC is not responsible for any content that is not clearly identified in any proposal package.
- b. Proposals shall be evaluated taking into consideration of the following factors:
 - (1) Successful administrative submission of bid packages and requested Enclosures and documents, as listed in this RFQ. (Pass/Fail).
 - (2) Successful determination of Technical Compliance (Pass/Fail), to include appropriate technical documentation (as specified in point 9. b)).
 - (3) Upon determination that the technical volume is responsive and technically compliant, such offers shall be approved to the next phase (price) of the two-step bidding process.
 - (4) Successful cost price criteria (**Lowest Priced Technically Acceptable Offer**). No deviation from proposed pricing will be authorised.

14. Proposal Clarifications.

During the entire evaluation process JALLC reserves the right to discuss any bid with the Offeror to clarify what is offered and interpretation of language within the bid, to resolve in potential areas of non-compliance.

15. Award.

- a. Award shall be made to the Offeror who provides the Lowest Priced Technically Acceptable Offer. JALLC will collect information from references provided by the Offeror in regard to its past performance. Contractors must provide authorization to contact references.
- b. JALLC reserves the right to make a complete, partial, split or no award solely at its discretion.
- c. JALLC reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this RFQ.
- d. JALLC may disclose the following information in post-award debriefings to other Bidders:
 - (1) Awarded company;
 - (2) The overall evaluated cost or price of the successful Bidder.

16. Communications.

All communication related to this RFQ, between a prospective bidder and JALLC shall only be through the nominated JALLC Contracting Officer. Designated contracting staff shall assist the JALLC Contracting Officer in the administrative process. There shall be no contact with other JALLC personnel in regards to this RFQ. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

17. Point of Contact

André Grenho, JALLC Administrator (Procurement & Finance)

E-mail: andre.grenho@jallc.nato.int

Telephone: +351 21 771 7030

Mobile: +351 918 785 812

All correspondence shall be forward to:

Joint Analysis and Lessons Learned Centre
Budget and Finance Branch
ATTN: André Grenho
Avenida Tenente Martins, Monsanto
1500-589 Lisboa
Portugal

- Enclosure (A) – Proposal Check List
- Enclosure (B) – Statement of Work
- Enclosure (C) – Past Performance Form
- Enclosure (D) – Price Proposal Format
- Enclosure (E) – Certification of Security Clearance
- Enclosure (F) – JALLC General Contract Terms & Conditions
- Enclosure (G) – JALLC Special T&C's for Commercial Personnel Services Contracts

ENCLOSURE A

Proposal Check List

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- The Bidder's full name, address, Points of Contact (POC), telephone number and e-mail address
- Documents proofing valid certifications issued by accredited organizations under *Sistema Português da Qualidade (SPQ)* or equal foreigner organizations, in accordance with ISO 9001:2015 and ISO 14001:2015
- Past Performance Form (**Enclosure C**)
- Certification of Security Clearance (documents proofing valid certification or **Enclosure E**)
- Other appropriate technical documentation to determine whether proposed goods, services, terms and conditions unequivocally comply with all the requirements of this RFQ
- Company Price Proposal (**Enclosure D**)

This Enclosure is designed to assist the respective company to provide JALLC with all necessary documents/information required. For clarification, please refer to Bidding Instructions.