

NORTH ATLANTIC TREATY ORGANIZATION

REQUEST FOR INFORMATION

RFI 2013-60

NATO INTERNATIONAL STAFF

FURNITURE PROGRAMME

FOR THE NEW NATO HEADQUARTERS

ANNEX B - RFI RESPONSE FORM

| **Question** | **Answer** |
| --- | --- |
| Company name |  |
| Company address |  |
| Company web page |  |
| Main products/services |  |
| Number of years on the market |  |
| Company location(s) |  |
| Main Production site (if relevant) |  |
| Head Offices |  |
| Closest presence/site near NNHQ |  |
| Affiliations with other suppliers |  |
| Owned by/Major shareholder/Group structure |  |
| **Financial information** | |
| Turnover of the 3 previous years  2010  2011  2012 |  |
| Gross margin of the 3 previous years  2010  2011  2012 |  |
| Profit of the 3 previous years  2010  2011  2012 |  |
| Number of employees in charge of installing the furniture |  |
| Average years in service of those employees |  |
| Warranties (insurance cover) |  |
| **Points of contact** | |
| Contact person and responsible for answering this RFI |  |
| Telephone |  |
| Email |  |
| **Security clearance** | |
| Is your Company security cleared at NATO SECRET level? Please specify any other security clearances your company already has. |  |
| How many of your personnel are already cleared at NATO SECRET level? Please specify any other security clearances your personal might have. |  |
| How long would the process for obtaining security clearances from your local authorities take? (we advise you to get in contact with your national security authorities or the security officer of your national Delegation to NATO to obtain such information) |  |

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| To facilitate assessment of the answers provided on all questions below, please limit your answers to a maximum of 250 words per answer. |

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| **References, similar experience** |
| 1. Describe three (3) projects which your company has already successfully delivered to customers and which could be comparable to the services and scope of the project described in this RFI. Provide for each of those projects, the references of your customer (with contact details if possible) |
| Reference 1:  Contact person: |
| Reference 2:  Contact person: |
| Reference 3:  Contact person: |
| 1. Describe the challenges, constraints and problems which your company has faced during the execution of one of those three projects, or of any other project your company has already executed, which are specific to the furnishing of a brand new building while construction works are still ongoing (e.g. coordination with other suppliers in building, access blocked due to other works, no final as built plans available…) |
|  |
| 1. Describe the challenges, constraints and problems which your company has faced during the execution of one of those three projects, or of any other project your company has already executed, which are specific to the logistical aspects of furnishing of a brand new building (e.g. limited unloading capacity in front of building, limited size of the entrance to the building, …) |
|  |
| 1. Describe the challenges, constraints and problems which your company has faced during the execution of one of those three projects, or of any other projects your company has already executed, which are specific to the security aspects of furnishing of a brand new building (Please note that NATO has extremely high security requirements. We would like to understand into what extent you had already experience in working in very high security environments.) |
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| 1. On the attached table indicate which products your company would be capable to supply and provide for each category, the average lead time required to supply the devices and the time needed to install one device. |
| See ANNEX C |
| 1. Describe your company’s capacity with regards to logistical support of the project (local warehouse, company’s structure and service range availability in support of furniture provision) |
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| 1. Logistics (warehouse & transport) - If you rely on other firms for those services please, provide contact details of your preferred solution partners |
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| 1. Planning (drawings, etc.) - If you rely on other firms for those services, please, provide contact details of your preferred solution partners |
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| 1. Move and installation including inventory management - If you rely on other firms for those services, please, provide contact details of your preferred solution partners |
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| 1. How would you envisage compensation of those services (defined lump-sum performance basis, subscription fixed-rate, bespoke basis, call-off fixed-rate basis or other) ? |
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| 1. The potential supplier of office furniture or a separate service provider might be requested to install the furniture in its final location. In previous projects, has your company already been requested to wire the furniture (passing the existing power and data cables – optical + twisted pairs – through ad hoc fittings/cable ducts of the furniture). How would you address testing and responsibility for this service. - If you rely on other firms for those services, please, provide contact details of your preferred solution partners |
|  |
| 1. Due to the large quantities of furniture required, the planning for deliveries will be staggered. How do you organize just-in-time deliveries and mitigate the risk of late deliveries? (e.g. What is the tightest timeslot you can guarantee for a delivery (e.g. within half a day, within 2 hours…); How many JIT deliveries could you do per day, week) ? |
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| 1. Which typical resources will you need on site for a project of this size and complexity? |
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| 1. Conditions listed in the RFI and Statement of Requirements that cannot be met (please provide the reasons and/or alternate wording, no limitations in terms of number of words). |
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| 1. Proposed changes and/or recommendations with respect to the approach outlined in the RFI documentation (no limitations in terms of number of words). |
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| **Expression of Interest**  Our firm’s intention, in regard to any potential bidding process related to the requirements specified in this RFI, is as follows (**check one only**):   1. As of this date and without commitment on our part, we would be interested in participating in such a bidding process. 2. We do not intend to participate in the bidding. However, we are interested in any similar procurement in the future. 3. We do not intend to participate in the bidding and our company may be deleted from the mailing list for any future procurement of similar requirements. |

Note that:

1. Only bidders indicating their intention to participate in this bidding will continue to receive all further correspondence related to this RFI.
2. NATO will publish details of upcoming tenders, including this one, on the NATO website (www.nato.int).
3. Unless specified differently, all future correspondence will be mailed to the address and point of contact specified above.

Date : ........................

Signature : ........................

Name & Title : ........................

Company : ........................