NORTH ATLANTIC TREATY ORGANIZATION

REQUEST FOR INFORMATION

RFI 2013-60

NATO INTERNATIONAL STAFF

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FURNITURE PROGRAMME

FOR THE NEW NATO HEADQUARTERS

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REQUEST FOR INFORMATION

1 GENERAL

1.1 PURPOSE

1.1.1 The purpose of this Request for Information (RFI) is to collect information about potential suppliers, their capabilities, and their interest in a prospective business opportunity.

1.1.2 The same information will be gathered from different companies and will be used to evaluate whether NATO requirements are aligned with market capabilities and to identify suppliers that may be interested in an eventual sourcing process with a formal solicitation of offers.

1.1.3 Participation in this RFI is not mandatory. Any prospective participant that declines to respond to this RFI will remain eligible to take part in any subsequent sourcing process.

1.2 SCOPE

1.2.1 NATO invites expressions of interest from suitable qualified and experienced providers of furniture who wish to be considered for selection to tender for the furniture programme for the new NATO Headquarters site.

1.2.2 This process will allow NATO to gather pre-tender information and finalise requirements as well as identify potential suppliers who may be interested in participating in the formal tendering process.

1.2.3 During the RFI process, NATO might invite some companies to take part in pre-solicitation information exchanges. Selection of those companies will be made on the basis of the relevant demonstrated experience of the company in projects of similar size and complexity. Prospective participants who will not be invited to take part in those exchanges will remain eligible to participate in any subsequent sourcing process.

1.2.4 The tentative timetable for this project is:

Publish Request for Information	April 26th 2013
Receive Answers to Request for Information	May 24th 2013
Evaluation of received answers and potentially request extra information	June 2013
Finalisation of requirements and procurement strategy	December 2013
Bidding Period	January 2014 – June 2014
Contract award	December 2014
Start of contract	January 2015

Start initial deliveries	From August 2015
End initial deliveries	March 2016
On demand additional orders and maintenance	2016 onwards

1.2.5 It is NATO's ultimate intent to establish one or several framework contracts for the provision of a wide range of furniture. Those framework contracts would cover provision of various off-the-shelve furniture including but not limited to: office furniture (desks, seats, storage/archiving cabinets and various accessories), meeting room furniture (tables, seats and various accessories), storage furniture (cabinets), food services furniture (tables, seats and other accessories), soft seating, libraries furniture, technical workshops furniture, etc.

1.2.6 NATO is considering grouping some furniture items per lots and awarding contracts to suppliers per lots. Suppliers will be authorized to send proposal for one or several lots. Those lots will not be divisible.

1.2.7 Deliveries will be requested on a progressive basis, further to completion of the construction works, and will range from August 2015 to March 2016. The ultimate goal is to complete furnishing of the whole new NATO Headquarters before the move of its personnel which is currently scheduled as of June 2016.

1.2.8 It is envisaged that some framework contracts might include the delivery to NATO of services which include some logistical aspects of furniture implementation (drawings and layout maps, installation planning and coordination of call-offs, supervision of deliveries, unpacking, waste removal, furniture assembly and moves management from warehouse to final destination, inventory management, etc.).

1.2.9 Another solution might be to group all logistical services under a separate lot. As such, the prospective contractor would then be expected to ensure all aspects of logistical support and the execution of related services for the whole range of furniture independently but in coordination with the furniture providers.

1.2.10 The draft statement of requirements is included under ANNEX A.

2 RFI PROCEDURE

2.1 GENERAL

2.1.1 To answer this RFI please fill in the attached forms (ANNEXES B & C).

2.1.2 The contact person specified in paragraph 2.4.1 below is available to answer questions or provide any assistance that is needed.

2.1.3 The answers to this RFI will be evaluated by staff from different functional areas within our Organization.

2.2 CONFIDENTIALITY

2.2.1 NATO may incorporate comments and responses from industry to this RFI, in part or in whole, into future release of a solicitation of offers for related goods and services. RFI participants who include data in their responses that they do not want disclosed to the public for any purpose, or used by NATO except for internal evaluation purposes, must:

2.2.1.1 Mark the title page with the following legend:

This document includes data that shall not be disclosed outside NATO-IS and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than for NATO internal evaluation purposes, unless otherwise expressly authorised by [insert company name]. This restriction does not limit NATO's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

2.2.1.2 Mark each sheet of data that must remain restricted with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.

2.3 HOW TO DELIVER THE SUBMISSION

2.3.1 Annexes B & C of the RFI should be uploaded in the NATO e-Bid System at the following address: https://www.ebidexchange.com/NATO/ or returned by email to the contact person identified below.

2.3.2 It is prohibited to change the structure, layout of the Annexes B and C during completion. Suppliers should also respect the maximum number of allowed words.

2.4 CONTACTS

2.4.1 All correspondence and questions relating to this RFI should be addressed to the following point of contact:

Mrs Danielle VANDERVEKEN
Email: procurement.contracts@hq.nato.int

Tel: +32-2-707.44.73
Fax:+32-2-707.49.27
NATO HQ – Procurement Service
Boulevard Leopold III, 1110 Brussels, Belgium

Or through the NATO e-Bid System at the following address:

https://www.ebidexchange.com/NATO/

2.5 CLOSING DATE

2.5.1 Responses to this RFI shall be received by the point of contact specified above, not later than **May 24th 2013, at 15:00 (Brussels Time).**

2.6 CHANGES

2.6.1 NATO reserves the right to amend or delete the provisions of the RFI prior to the closing date. An amendment or amendments to this RFI will announce such action.

3 PRE-SOLICITATION EXCHANGES

3.1 At this stage NATO seeks to explore options on how to manage aspects of the furniture project.

3.2 NATO wishes to hear from businesses that are capable of responding to the needs of the Organization for a project of this scale while minimising costs, risks and disruption.

3.3 During the Request for Information period, NATO might hold exploratory and non-committal conversations with some suppliers, on elements that would in due course go into a total furnishing plan. At this stage it is envisaged that the topics of conversation would include:

3.3.1 The estimated volume for each category of furniture to be provided;

3.3.2 The technical requirements with regards to standards and brands, compatibility, connectivity, etc;

3.3.3 Indicative schedule (ordering dates, lead production time, lead delivery time, lead assembly and installation time, etc);

3.3.4 Identification of special and exceptional items;

3.3.5 Value and details of the likely insurance requirements, liabilities and policies;

3.3.6 Quality Assurance methods to ensure a zero loss risk of disruption;

3.3.7 The practical methodology for offering a pre-defined menu of products and services to the national embassies who are housed within the campus of the NATO international headquarters and who may optionally be invited to participate in this framework contract.

4 DISCLAIMER

4.1 THIS IS A REQUEST FOR INFORMATION ONLY AND YOUR RESPONSE SHALL NOT BE CONSTRUED AS AN OFFER. THIS REQUEST FOR INFORMATION DOES NOT COMMIT NATO TO PAY ANY COSTS INCURRED IN THE PREPARATION OF ANY SUBMISSION OR

PARTICIPATION TO THIS REQUEST FOR INFORMATION, OR TO CONTRACT FOR GOODS OR SERVICES.

4.2 NATO RESERVES THE RIGHT TO CANCEL, AT ANY TIME, THIS MARKET SURVEY PARTIALLY OR IN ITS ENTIRETY. NO LEGAL LIABILITY ON THE PART OF NATO FOR PAYMENT OF ANY SORT SHALL ARISE AND IN NO EVENT WILL A CAUSE OF ACTION LIE WITH ANY PROSPECTIVE PARTICIPANT FOR THE RECOVERY OF ANY COSTS INCURRED IN CONNECTION WITH THE PREPARATION OF DOCUMENTATION OR PARTICIPATION IN RESPONSE HERETO. ALL EFFORT INITIATED OR UNDERTAKEN BY PROSPECTIVE RFI PARTICIPANTS SHALL BE DONE CONSIDERING AND ACCEPTING THIS FACT.