

# HEADQUARTERS MULTINATIONAL CORPS NORTHEAST

Ul. Łukasinskiego 33, 71-215 SZCZECIN, POLAND

DATE: 16 March 2023

SUBJECT: **INVITATION FOR INTERNATIONAL COMPETITIVE BIDDING (ICB) 03-2023  
PROCUREMENT OF MICROSOFT WINDOWS VIRTUAL DESKTOP  
ACCESS (VDA) LICENSES**

Dear Madam or Sir

Your company is hereby invited to participate in the International Competitive Bidding for the procurement of **Microsoft Windows Virtual Desktop Access (VDA) licenses for Headquarters Multinational Corps Northeast** located at Baltic Barracks ul. Łukasieńskiego 33, Szczecin, Poland. **The bid closing date** for this invitation for International Competitive Bidding shall be at **12.00 hours** (noon, Polish time) on **13 April 2023**. The solicitation, evaluation and award process will be conducted in accordance with terms and conditions contained in this document.

Enclosed are the following documents:

- a. Acknowledgement of Receipt
- b. The Invitation for ICB 03-2023 containing:
  - Part I : Bidding Instructions
  - Part II : General Provisions (see webpage)
  - Part III : Technical Specification

You are kindly requested to complete and return Enclosure A - ACKNOWLEDGEMENT OF RECEIPT - within seven (7) days of receipt of this invitation for ICB. Further correspondence will be mailed only to those firms that have returned Enclosure A and thereby have indicated their intention to participate in the bidding.

Best Regards

Lieutenant Colonel Jan Glargaard  
Branch Head Contracting  
J-8/FINANCE DIVISION  
Headquarters Multinational Corps North East

*Please visit our webpage via link below, for further information and future business opportunities.*

<https://mncne.nato.int/about-us/business-opportunities>

**Enclosure A**

**ACKNOWLEDGEMENT OF RECEIPT**

To be completed and returned by email to HQ MNC NE Contracting Officer  
e-mail: contracting@hqmncne.mil.pl

**FROM:** Company: .....

Address: .....

Telephone: .....

E-mail: .....

Point of Contact: .....

**TO: HEADQUARTERS MULTINATIONAL CORPS NORTHEAST  
CONTRACTING OFFICER**

**REFERENCE: ICB 03-2023 Procurement of Microsoft Windows Virtual Desktop  
Access (VDA) licenses for Headquarters Multinational Corps  
Northeast**

**SUBJECT: Acknowledgement of the receipt of invitation for International  
Competitive Bidding**

We hereby confirm that we have received the invitation for ICB 03-2023 on  
(date).....with all enclosures.

**CHECK ONE:**

- As of this date and without commitment on our part, we do intend to participate in the bidding.
- We do not intend to participate in this bidding but our company may be interested in similar, future ICB.
- We do not intend to participate in the bidding and our company may be deleted from similar ICB mailing list.

**NOTE:** Only bidders indicating their intention to participate in the bidding will continue to receive all further correspondence related to this ICB. Unless specified differently, it will be mailed to the above-mentioned address.

Date: Signature:

Name and Title:

**PART I**

**BIDDING INSTRUCTIONS**

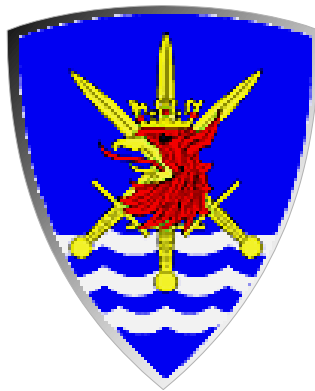


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ENCLOSURES TO PART I:

- 1: Checklist for entire bid
- 2: Legal name of the bidder
- 3a: Compliance Statement for Part II
- 3b: Compliance Statement for Part III
- 4: Declaration on exclusion criteria
- 5. Price proposal
- 6. ~~Nothing in line~~
- 7. Mailing label

## 1. GENERAL

The purpose of this International Competitive Bidding (ICB) is the competitive selection of the lowest compliant bidder for the procurement of **Microsoft Windows Virtual Desktop Access (VDA) licenses for Headquarters Multinational Corps Northeast**

Detailed specification of products is enclosed as Part III - Technical Specifications.

## 2. ELIGIBILITY

This ICB is open to Governmental or Commercial entities that:

- a) Originate and are chartered/incorporated within NATO member nations,
- b) Maintain a professionally active facility (office, factory, laboratory, etc.) within NATO-member nations,
- c) Have successfully performed at least two (2) contracts within the last six (6) years substantially similar in scope and magnitude to the requirement described in this ICB. At the time of bidding, bidders must be legally authorized to operate this kind of business in any of the NATO-member nations.
- d) Do not fall under and of the exclusion criteria defined in Enclosure 6.

## 3. AMENDMENT OR CANCELLATION OF ICB

- a) HQ MNC NE reserves the right to amend or delete one or more of the requirements, terms, conditions or provisions of the ICB prior bid opening. Such action will be announced as amendment to ICB.
- b) HQ MNC NE reserves the right to cancel, suspend or withdraw for re-issue at the later date, at any time, this ICB partially or in its entirety. No legal liability on the part of HQ MNC NE for payment of any sort shall arise and in no event will a cause of action lie with any bidder for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All efforts initiated or undertaken by any bidder shall be done considering and accepting this fact. If this ICB is cancelled prior to the bid opening, the bids already received will be returned un-opened to the senders upon their request.

## 4. CLARIFICATIONS TO SOLICITATIONS

- a) Prospective bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of terms, clauses, specifications etc. of this ICB, must be requested in writing (letter or e-mail) from the Contracting Officer. The Contracting Officer must receive such requests for clarification **not later than 7 calendar days before the bid closing date**.
- b) Information in a response to a request for clarification to a prospective bidder will be furnished to all prospective bidders, as a Questions and Answers amendment to this ICB, only if such information is 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 Contracting Officer.

## 5. BID CLOSING DATE

- a) Bids shall be received at the HQ MNC NE Contracting Office, no later than **13 April 2023 12:00 hours CET**. No bids will be accepted after this time and date.
- b) Written and duly justified request for extensions of the bid closing date shall be submitted directly to the Contracting Officer and may be granted at his discretion. Such requests must reach the Contracting Office not later than 7 calendar days prior bid closing date. When extensions of the bid closing date is granted, the Contracting Officer will immediately advise all the potential bidders by publishing it on the MNC NE website, and when possible, by sending the notification via email.

## 6. BID VALIDITY

- a) Bids shall remain valid for a period of six (6) months from the applicable closing date set forth within this ICB.
- b) HQ MNC NE Contracting Officer 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.
- c) Bidders shall not have the right to modify their Bids due to a Contracting Officer request for extension of the Bid validity unless expressly stated in such request.

## 7. CONTENTS OF A BID PACKAGE

The Bid package (bid) shall consist of one (1) original and one (1) copy each of which should include the following, separate parts : the **PRICE PROPOSAL** and the **TECHNICAL PROPOSAL**.

- a) **PRICE PROPOSAL** must include the following as minimum:
  1. The checklist (Enclosure 1 to Part I)
  2. The Bidder's name, address, point of contact regarding this bid, form of business activity (Enclosure 2 to Part I)
  3. Compliance Statement for Part II (Enclosure 3a to Part I)
  4. Declaration on exclusion criteria (Enclosure 4 to Part I)
  5. Price proposal (fill in the form attached as Enclosure 5 to Part I)
  6. Any other documents as deemed necessary (references etc.)
- b) **TECHNICAL PROPOSAL** must include the following as a minimum:
  1. Technical description of the offered products.
  2. The Compliance Statement for Part III – Specifications – (Enclosure 3b to Part I)

## 8. PRICE FORMAT

The Price Proposal shall be made in accordance with the attached format (Enclosure 5). The basic breakdown on this format is not strictly limited and bidders may expand on these by adding such sub-items as deemed necessary. However, the basic presentation and numbering system cannot change.

**Price quotations for any extra, optional or alternative solution shall be duly separated from the proposed format and will be shown on detached sheets.**

**For any Extra, Optional or Alternative such as extended warranty, first service, call assistance, special tools for maintenance beyond periodical services, etc., the bidder will provide a complementary Price Format.**

## **9. PRICING BASIS**

All prices shall be **firm fixed prices** with validity as indicated by the bidder, but which shall not be less than 60 days following the bid closing. Prices are to be at least as favourable as those extended to any Government, Agency, Company, or individual purchasing/leasing quantities, equipment and parts covered by a contract under similar conditions.

## **10. EXEMPTION FROM TAXES**

According to the NATO / HQ MNC NE agreements, performance under this contract is exempted from taxes, duties and similar charges. Where notwithstanding, these are imposed by national regulations, bidders will enclose the list and the amounts of taxes, duties and similar charges which have been included in their bid, with a justification.

## **11. BID SUBMISSION**

- a) The bid shall be made in **English** language. Any relevant documents supporting the bid should be translated into English language (self-translation will be accepted).
- b) Each bid package shall be placed in a single envelope including the PRICE PROPOSAL and the TECHNICAL PROPOSAL. The envelope will be sealed and marked "Sealed Bid to ICB 03-2023". The envelope/box containing the sealed bid packages (1 original and 1 copy) will be placed in another (**exterior**) envelope or box on which will be glued the **mailing label found in Enclosure 7 to Part I**. The bid must be sent to HQ in hardcopy, it is not possible to forward it as an e-mail.
- c) Each of the envelopes must be separately sealed and identified (including bidder name, bidding reference **ICB 03-2023** and description of contents, as provided above).
- d) Partial bidding is not permitted.
- e) Bid packages may be made by courier or hand carried.
- f) Quotations shall be made as net price in PLN, EUR or USD.
- g) No oral bids or oral modifications shall be considered.

## **12. BID DELIVERY BY COURIER**

- a) HQ MNC NE is located in SZCZECIN, 33 ŁUKASIŃSKIEGO str., in the North-western part of Poland. Bids hand-carried to HQ MNC NE or delivered on site by Commercial Courier and Parcel-Delivery Companies must be packed and labelled as indicated in Section 11 above.
- b) Packages are to be handed over to a Staff member of the HQ MNC NE **J8 in Building 2 of the Baltic Barracks** (HQ MNC NE telephone: +48 91 44 45831, +4891 4445833, or +48914445802) and this on working days between 09.00 to 11.45 hrs and 13.15 to 15.45 hrs.
- c) The time and date 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.

### **13. LATE BIDS**

- a) It is solely the bidder's responsibility that every effort is made to ensure that the bid reaches the HQ MNC NE before or on the exact date and time set forth as the bid closing. Bids received after that time is considered as late bids. 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:
1. A delay in the government channels, i.e. governmental courier service or mail for which the bidder was not responsible. However the bid should have been sent not later than five (5) calendar days before the bid closing, by Registered Mail or by Certified Mail, for which an official Post Office date stamp or the receipt for certification has been obtained.  
Note: Commercial Courier or Parcel-Delivery Companies is not considered to be government channels.
  2. Mishandling by HQ MNC NE personnel upon or after receipt.
- b) Other late bids cannot be considered for award. These bids will be treated as non-responsive and will be returned un-opened to the bidder, at his expense.

### **14. BID WITHDRAWAL**

A bidder may withdraw his bid up to the date and time specified for the bid closing, by a written notice to the HQ MNC NE Contracting Officer. The bid will be returned un-opened to the bidder, at his expense.

### **15. BID EVALUATION**

#### **15.1 RESPONSIBILITY**

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

#### **15.2 PRICE COMPARISON**

For the purpose of price comparison all quoted prices will be converted into Polish Zloty (PLN) on the basis of the average official commercial buying and selling exchange rates of the NATIONAL POLISH BANK at close of business of the last working day preceding the bid closing date.

#### **15.3 EVALUATION PROCESS**

- a. The evaluation of bids shall be conducted as follows:
- (1) Identification of lowest bidder, based on the Price Format(s), with early payment discounts excluded.
  - (2) Assessment of compliance with the bidding, contractual and technical provisions/specifications.
  - (3) Verification of compliance with the required Performance/Delivery schedule.



- b. If the lowest bid is deemed non-compliant then the next lowest bid will be reviewed for compliance. This procedure will continue until the lowest compliant bidder is designated.

## **16. CLARIFICATION OF PROPOSALS**

During the entire bid evaluation process HQ MNC NE Contracting Officer 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. However, no change to the content of the bid, including technical, financial and delivery schedule, shall be permitted.

## **17. AWARD**

A HQ MNC NE Contract Award Committee (CAC) will adjudicate contracts to the lowest compliant bidder who has, if required, successfully passed the pre-award demonstration. However, HQ MNC NE may award contracts to another bidder based upon a strong justification or operational factors. In this instance and depending on the value of the contract the final approval will be sought from the HQ MNC NE Commander or from the HQ MNC NE Military Budget Committee prior to making such an award. The CAC proceedings are not public, only CAC final decision will be published to bidders.

## **18. COMMUNICATION AND CONTACT FOR CLARIFICATION**

Any communication related to this ICB, between a prospective bidder, a bidder and HQ MNC NE shall only be through the HQ MNC NE Contracting Officer in the first instance. Designated HQ MNC NE personnel will assist the Contracting Officer in the administration of this ICB. There shall be no contact with other HQ MNC NE personnel. This is to maintain all bidders on equal and competitive footing.

## **19. COMPLIANCE STATEMENTS**

Bidder's proposal must be based on a full compliance with the terms, conditions and requirements of the ICB 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 ICB are fully satisfied.

Each bidder will include in his bid a compliance statement in accordance with Enclosures 2a and 2b. The bidder shall list thereon, when applicable, all deviations from the HQ MNC NE General Provision (Part II) and the Specifications (Part III) of the ICB.

In addition to the compliance sheets the bidders must clearly describe what is being offered and how the requirements are met.

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 or explanations/comments shall take precedence for the actual determination of compliance.

**20. POINTS OF CONTACTS:**

**Lieutenant Colonel Jan GLARGAARD, Branch Head Contracting**

Telephone: +48 91 44 45 830

Fax: +48 91 44 45 803

Email address: [contracting@hqmcne.mil.pl](mailto:contracting@hqmcne.mil.pl)

**Captain Mariusz PIENDYK, Staff Officer Contracting**

Telephone: +48 91 44 45 831

Fax: +48 91 44 45 803

Email address: [contracting@hqmcne.mil.pl](mailto:contracting@hqmcne.mil.pl)

**Mrs. Katarzyna PERYT, Senior Specialist VAT & Contracting**

Telephone: +48 91 44 45 833

Fax: +48 91 44 45 803

Email address: [contracting@hqmcne.mil.pl](mailto:contracting@hqmcne.mil.pl)

All correspondence will be forwarded to:

**HQ MNC NE  
J8 DIV CONTRACTING OFFICER  
ul. Łukasińskiego 33  
71-215 SZCZECIN  
POLAND**

**Enclosure 1 to Part I****CHECKLIST FOR THE ENTIRE BID**

## A. PRICE PROPOSAL ENVELOPE:

1	Certificate of a legal name of a bidder	Enclosure 2	<input type="checkbox"/>
2	Certificate of compliance with Part II	Enclosure 3a	<input type="checkbox"/>
3	Certificate of compliance with Part III	Enclosure 3b	<input type="checkbox"/>
4	Declaration on exclusion criteria	Enclosure 4	<input type="checkbox"/>
5	Price proposal	Enclosure 5	<input type="checkbox"/>

## B. TECHNICAL PROPOSAL ENVELOPE

1	Technical description of the offered products	See TS	<input type="checkbox"/>
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**Enclosure 2 to Part I**

**CERTIFICATE OF THE LEGAL NAME OF BIDDER**

This bid is prepared and submitted on behalf of the legal corporate entity specified below:

**Full name of bidder (legal corporate entity):**

.....  
.....

**Official mailing address:**.....

**E-mail address:**.....

**Webpage:**.....

**Point of Contact regarding this bid**

**Name:**.....

**Position:**.....

**Telephone:**.....

as enclosures copies of following documents proving:

- registration/incorporation of a bidder in respective national register of incorporations;
- registration as a taxpayer

have been attached.

Date:		
<b>NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>	<b>COMPANY</b>

**Enclosure 3a to Part I****COMPLIANCE STATEMENT FOR PART II  
HQ MNC NE General Provisions**

It is hereby stated that our bid to ICB 03-2023 is fully compliant with the Contractual Provisions as contained in Part II of the Invitation for Competitive Bidding, with the following exception(s):

CLAUSE:DESCRIPTION OF DEVIATION:

Date:		
<b>NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>	<b>COMPANY</b>

**Enclosure 3b to Part I****COMPLIANCE STATEMENT FOR PART III  
Technical Specifications**

**IMPORTANT:** This compliance statement must be completed for each offered option(s) or alternative.

It is hereby stated that our bid to ICB 03-2023 is fully compliant with the Technical Specifications as contained in Part III of the Invitation for Competitive Bidding, with the following exception(s):

HQ MNC NE CLAUSE:

DESCRIPTION OF DEVIATION:

Date:		
<b>NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>	<b>COMPANY</b>

**Enclosure 4 to Part I****DECLARATION ON EXCLUSION CRITERIA**

The undersigned declares on oath that the individual/company/organisation mentioned above **is not** in any of the situations mentioned below:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which HQ MNC NE can justify;
- d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the contract is to be performed;
- e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- f) following another procurement procedure or grant award procedure financed by the NATO budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

I, the undersigned, understand that contracts may not be awarded if during the procurement procedure the individual/company/organisation mentioned above:

- is subject to a conflict of interest;
- is guilty of misrepresentation in supplying the information required by the HQ MNC NE as a condition of participation in the contract procedure or fail to supply this information.

Date:		
<b>NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>	<b>COMPANY</b>

**Enclosure 5 to Part I**

**DELIVERY TERMS & PRICE FORMAT**  
**Windows VDA Per Device Licenses for HQ MNC NE**

1. Terms of Delivery  
 Delivery time: \_\_\_\_\_ days after the Signature of the contract.
  
2. The layout attached to is to be used for the submission of the price quotations. It may be adapted as deemed necessary to include all what is being offered. A different Price Format sheet must be used for each alternative quotation. See the Bidding Instructions for more precise instructions and guidance.

**CURRENCY:** .....

	Product name	Quantity	Unit net price	Total net price
1	<b>WIN VDA Device SLng Sub OLV NL 1M AP Per Device 1YEAR subscription</b>	600		

Date:		
<b>NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>	<b>COMPANY</b>



**Enclosure 6 to Part I****CERTIFICATE OF ORIGIN AND AVAILABILITY OF EQUIPMENT,  
SERVICE AND PARTS**

We/I hereby certify that the equipment, service and parts described in this quotation and to be furnished under the resultant contract, if awarded to my company, will be manufactured or assembled by the following firm(s) in the indicated countries:

NAME:COUNTRY:

We/I guarantee that, in case of contract as a result of this IFB, a source of an adequate supply of services, components, spare parts and sub-assemblies will be maintained for a minimum period of three (3) years from the date of contracting.

Date:

Signature:

Name and Title:

Company:

Company Bid Reference:

Date:		
<b>NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>	<b>COMPANY</b>

**Enclosure 7 to Part I**

The label below is to be completed by the bidder and affixed/glued to the exterior envelope or parcel with which the Bid Packages are mailed to HQ MNC NE.

(Cut along the lines)

<b>SEALED BID TO ICB 03-2023</b> <b>To be opened by the Contract Award Committee (CAC) only</b>	
<b>SENDER:</b>	..... ..... ..... .....
<b>TO:</b>	<b>HQ MNC NE</b> <b>CONTRACTING OFFICER J8 DIV</b> <b>UL.ŁUKASIŃSKIEGO 33</b> <b>71-215 SZCZECIN</b> <b>POLAND</b>
	<b>TEL. +48914445801</b>