

**NATO**  
**TECHNOLOGY**  
**IN FOCUS**

**EDGE**  
**22**

**Welcome**

**How to do business with the NCI Agency**

NCI Agency Acquisition Directorate

# Presentation Outline

- »» About the Acquisition Directorate
- »» Business Volume and Funding
- »» Business Opportunities and Procurement Methods
- »» Declaration of Eligibility
- »» Basic Ordering Agreement (BOA) Programme
- »» Take-Aways
- »» Neo E-procurement



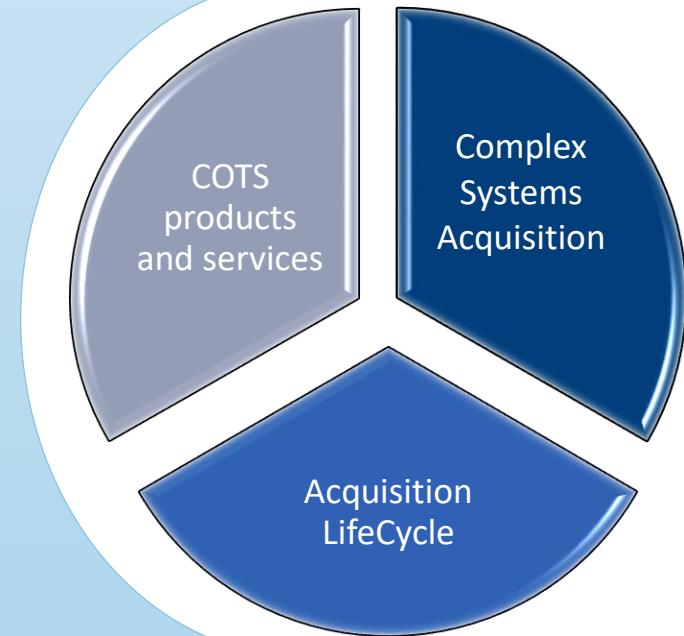
## About the Acquisition Directorate

### Our Vision

Deliver fully digital NATO Enterprise by providing rapid, relevant and innovative acquisition in a collaborative, transparent and unbiased manner and with excellent customer service.

### Our Mission

We commit to enable NATO's transformation into a fully digital enterprise through cost-effective, innovative and timely acquisition of quality systems, services and their support through life, setting the benchmark for ethical business conduct, customer satisfaction, and efficiency.



# Principles of NCI Agency Acquisitions

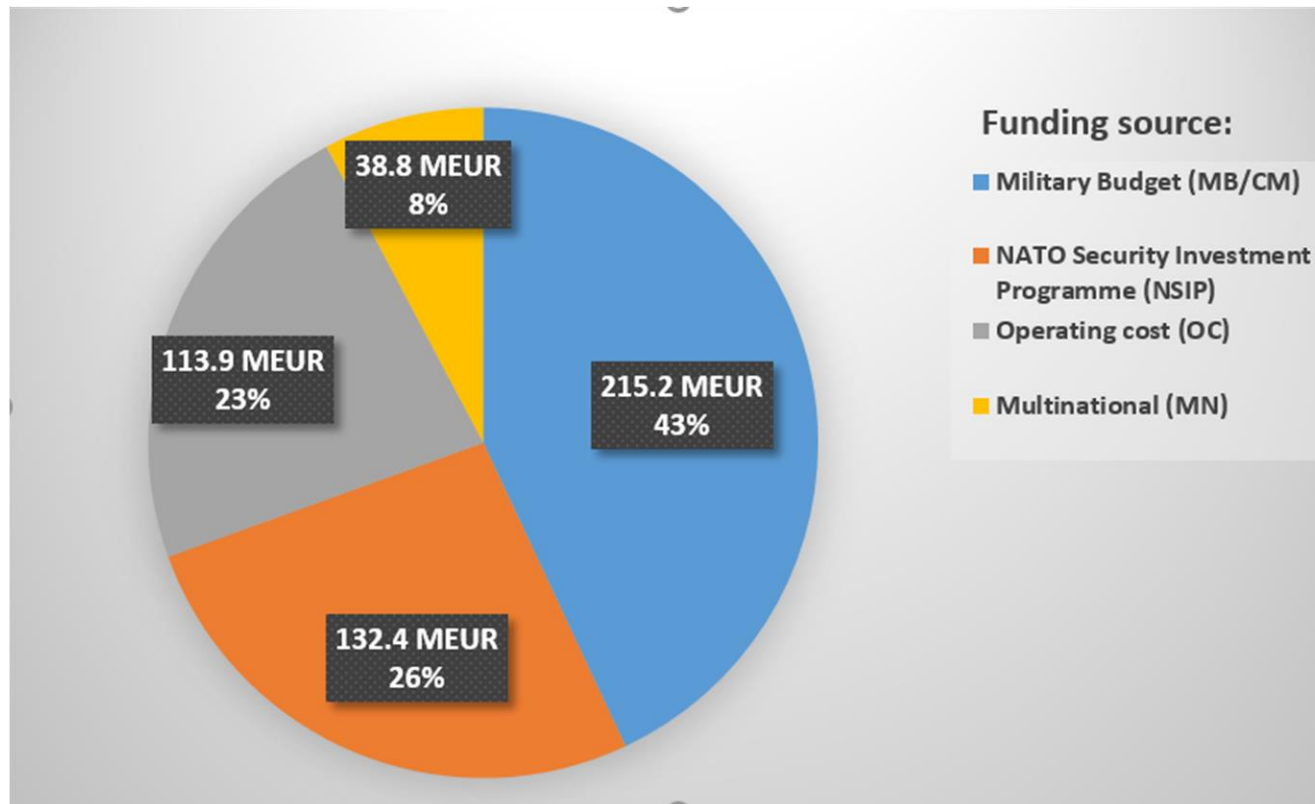
Competition

Non Discrimination

Impartiality



## 500.3 MEUR Contracted Volumes in 2021



NATO Common Funding represents majority of NCIA procurements



# Business Opportunities

<https://www.ncia.nato.int/business/current-opportunities.html>



ABOUT US

WHAT WE DO

BUSINESS

EMPLOYMENT

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## Current Opportunities

.....

Scroll down to see our current opportunities, grouped by the type of procurement procedure. All dates stated are current best estimates.

We invite you to [read more about the NCI Agency's Business](#), applied [procurement methods and procedures](#), our [Basic Ordering Agreement \(BOA\)](#) Programme, and contract vehicles available for use by our Customers.

INVITATIONS FOR BIDS (IFB)

BASIC ORDERING AGREEMENTS (BOA)

MARKET SURVEYS (MS)



# Procurement Methods

<https://www.ncia.nato.int/business/do-business-with-us/procurement-methods.html>



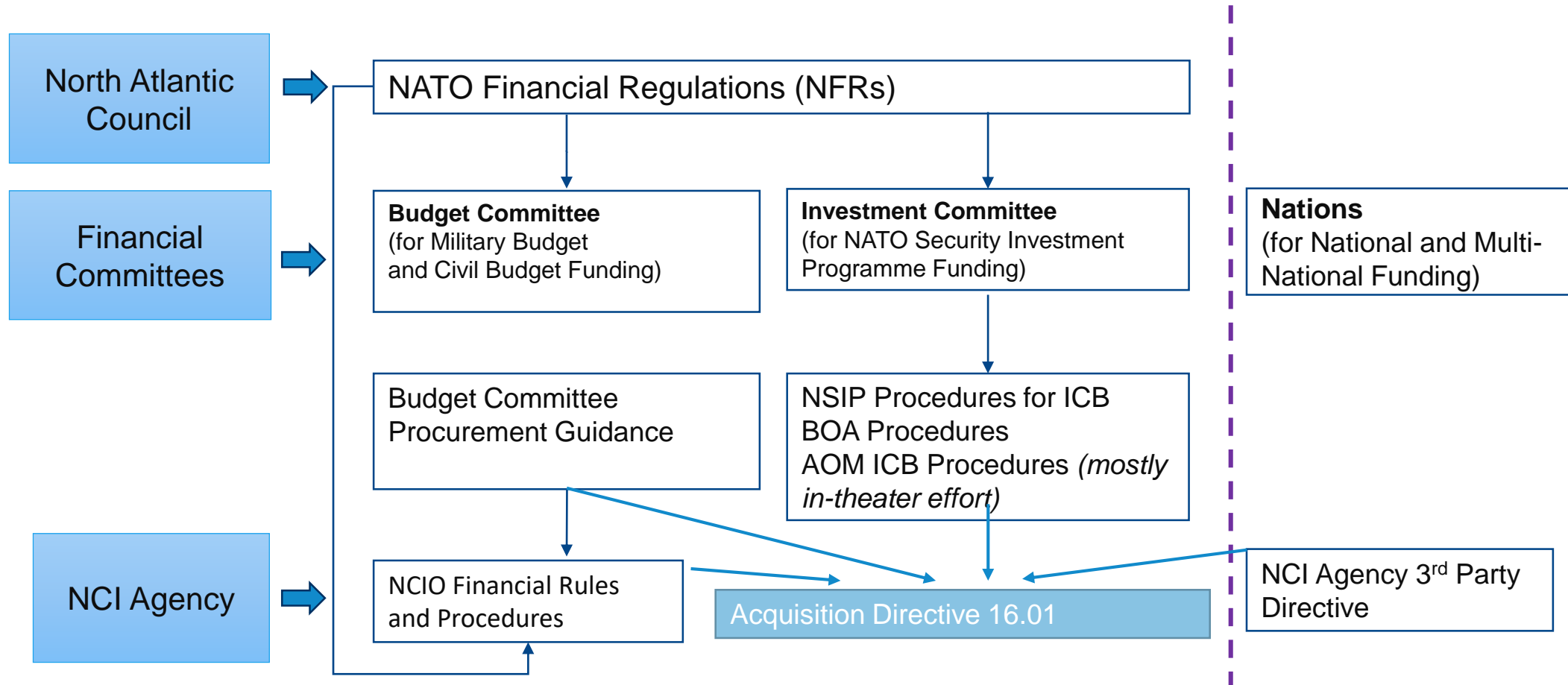
The NATO Communications and Information Agency acquires, deploys and defends communications systems for the Alliance's political decision-makers and Commands. And we need your innovative technology and solutions to do that. The Agency looks to industry to provide their solutions in areas such as air command and control, cyber security and big data and analytics.

Our acquisition process may seem overwhelming at first, but it is designed to make sure company proposals are looked at fairly.

- International Competitive Bidding (ICB) +
- Basic Ordering Agreement (BOA) Competitions +
- BOA + +
- Limited Competitions +
- Request for Bidders Views (RFBV) +
- Market Surveys and Requests for Information +
- Evaluation Methods +



# Procurement methods depend on the funding source





# Procurement Thresholds

Established Financial Limits Thresholds	Procurement Procedure
< €20K	Single Tender
< €40K	3 Tender
< €160K	5 Tender
≥ €160K	International Competitive Bidding (ICB)



# Declaration of Eligibility



- **What is it?**

Declaration of Eligibility certifies that the company has the necessary financial, technical and professional competence to participate to the International Competitive Bidding or to take part to the BOA Programme.

- **How is it requested?**

- For International Competitive Bidding
  - Upon publishing of Notification of Intent to invite bids (NOI) by the NCI Agency, the company requests the Declaration of Eligibility to the national authorities
- **For BOA Programme:**
  - Upon receipt of BOA application from a company, NCI Agency requests Declaration of Eligibility via respective national delegation and/or national authorities,





# Basic Ordering Agreements (BOA) Programme

- BOA Programme is an accelerated procurement procedure used by NCI Agency to acquire commercial off-the-shelf (COTS) products and services.
- This procedure might be a good fit if company is a Small and Medium Enterprise. BOA competitions have short-term performance periods and are COTS-products and services oriented.
- BOA Programme is a two-step contracting procedure:
  - 1 BOA Agreements are signed between the NCI Agency and companies for participation to the BOA Programme, following provision of the Declaration of Eligibility by the country of origin.
  - 2 Competitions for BOA Contracts are conducted amongst the BOA holders.



# NSIP Procurement Procedures for NSIP Funding Complex Acquisitions

## »» Procurement Method:

NSIP International Competitive Bidding (ICB);

Alliance Operations and Missions (AOM) ICB

## »» Governing Procurement Procedures:

NSIP Procedures for International Competitive Bidding ('2261');

Alliance Operations and Missions (AOM) ICB procedures

## »» Bidding Methodology (Sealed Bidding):

Lowest Price Technically Compliant (default method)

Best Value





# Procurement Procedures for NSIP Funding COTS products and services

## »» Procurement Methods:

International Competitive Bidding (ICB)

Alliance Operations and Missions (AOM) ICB

Basic Ordering Agreement (BOA) Programme

## »» Governing Procurement Procedures:

NSIP Procedures for International Competitive Bidding

Alliance Operations and Missions (AOM) NSIP Procurement Regulations

Procedure Governing the Use Of BOAs

## »» Bidding Methodology (Sealed Bidding): Lowest Price Technically Compliant



MB

Operating Fund

# Procurement Procedures for Budget Funding

## »» Procurement Method:

International Competitive Bidding (ICB);

Limited Competition

## »» Governing Procurement Procedures:

Budget Committee Procurement Guidance

## »» Bidding Methodology (Sealed Bidding):

Lowest Price Technically Compliant

Best Value



# Bidding Methodologies

Solicitation process step	Lowest Price Technically Compliant*	Best Value*
<b>Contract Award</b>	Based upon the lowest price technically compliant bidding	Based upon the quality of the bids, as well as the bid price
<b>Technical Evaluation</b>	Evaluated only to determine compliance with the technical requirements (Pass/Fail)	<ul style="list-style-type: none"> <li>Set of evaluation criteria are identified to the Bidder in order of importance</li> <li>Rates each bid based upon how well it responds to the requirements of the IFB</li> <li>Assignment of weighting factors</li> <li>Detailed technical evaluation</li> </ul>
<b>Dispute Procedures</b>	Annex 1 of the NSIP Procedures for International Competitive Bidding	<ul style="list-style-type: none"> <li>Annex 1 of NSIP Procedures for International Competitive Bidding for complaints before bid closing</li> <li>Annex X of NSIP Procedures for International Competitive Bidding for complaints after bid closing</li> </ul>

*\*Under sealed bidding procedures, what is submitted at bid closing is what is evaluated throughout the source selection process. A company **will not** have the opportunity to submit a revised bid after bid closing.*



## Take-Aways





# Typical Bidding MISTAKES

- » Late bid submissions
- » Incomplete bids
- » Taking exception to any terms or conditions in the contract provisions
- » Imposing conditions that would modify the solicitation or limit the bidder's liability to NCIA
- » Limiting NCIA's rights under any article
- » Failing to acknowledge a material amendment to a solicitation
- » Bid Guarantee not provided when required
- » Unqualified Bidder
  - not from a participating nation, not nominated by a participating nation when required, not a BOA holder if BOA competition
- » Not meeting the requirements of the solicitation:
  - Alter delivery locations or take exception to the delivery schedule, offer a quantity different from that required, fail to conform to one or more specifications, fail to propose a product or service that meets the minimum specifications, fail to meet minimum education or skill requirements, fail to meet minimum experience requirements, fail to state a specific price or states a qualified price.



# Bidding Good Practices

- »» Read and follow Section 3 -Bid preparation instructions of the Bidding Instructions- what the company needs to submit
- »» Read and understand Section 4, Bid evaluation and contract award of the Bidding Instructions- how bid will be evaluated
- »» Take advantage of questions and answers sessions prior to bid closing by posing written questions. These sessions are the only opportunity bidders have to also address waivers or deviations
- »» Comply with the bidding instructions
- »» Respond to all solicitation amendments
- »» Ensure bid demonstrates a detailed understanding of the requirement and technical approach presented in the solicitation. Bid needs to answer how are you going to meet this requirement
- »» Meet bid closing date and time
- »» Always ask for a debriefing – use the feedback to improve future bids



# Five steps of doing business with the NCI Agency

## »» STEP 1: Decide if you are a fit for the BOA Programme

- » <https://www.ncia.nato.int/business/do-business-with-us/basic-ordering-agreement-programme.html>

## »» STEP 2: Check out our open competitions

- » <https://www.ncia.nato.int/business/current-opportunities.html>
- » LinkedIn,
- » Twitter @NCIAAcquisition

## »» STEP 3: Where needed, get a Declaration of Eligibility

- » <https://www.ncia.nato.int/business/do-business-with-us/procurement-methods.html>

## »» STEP 4: Prepare a competitive bid

- » <https://www.ncia.nato.int/business/contract-awards.html>

## »» STEP 5: Learn from the process and stay informed

- » NITEC (Annual Flagship Industry Conference)
- » NATO Information Assurance Symposium (NIAS) and
- » National Industry days

Manage level of ambition - Think long-term - Team with others



# Neo

A new way of doing  
business with the  
NCI Agency



# Neo

A new era  
for NCI Agency  
procurement.

- ✓ **Facilitated** communication on business opportunities
- ✓ **Reduced** administrative burden
- ✓ **Electronic** bidding procedure and fully visible contract transitions
- ✓ **Online** and integrated acceptance of goods and services
- ✓ **Optimized** invoice processing with accelerated payments
- ✓ **Comprehensive** contract repository



# Neo

## iSUPPLIER

Allows suppliers to easily maintain their records supporting the full procurement life-cycle

- Access to contracts and advanced contract administration (acceptance and payment)
- Full visibility on acceptance and payment status
- Self-administration of supplier data
- Automatic notifications of transactions



# NATO

## TECHNOLOGY IN FOCUS

# EDGE 22

# Thank you

Please send additional questions to: [general.acquisition@ncia.nato.int](mailto:general.acquisition@ncia.nato.int)