



N S P A

AGENCE OTAN DE SOUTIEN ET D'ACQUISITION
NATO SUPPORT AND PROCUREMENT AGENCY

REQUEST FOR PROPOSAL (RFP) N°:
KME150104R/LC-CH-6000657283
of 25 Feb 2016

(Please refer to this number in all further correspondence)

INTERNET VENDOR
L-

Contact Point

KETTY MERIN

Tel: 3063 6152

Fax: 3063 4300

Offer Closing date: 31 Mar 2016

Offer Validity : 31 Jul 2016

Vendor No: RFPWEB

Fax No : 30634300

Table of contents:

INTRODUCTION TO RFP

DRAFT PURCHASE ORDER T&C'S

List of Items

Your firm is encouraged to visit <https://eportal.nspa.nato.int>, NSPA's electronic commerce website.

All faxed Quotations must be sent to the following number: +352 3063 4300

All offers sent by e-mail must be addressed to: "PROCUREMENT@nspa.nato.int"

Yours faithfully,

KETTY MERIN



N S P A

AGENCE OTAN DE SOUTIEN ET D'ACQUISITION
NATO SUPPORT AND PROCUREMENT AGENCY

List of Items

Table of contents:

INTRODUCTION TO RFP
DRAFT PURCHASE ORDER T&C'S
List of Items



NSPA

AGENCE OTAN DE SOUTIEN ET D'ACQUISITION NATO SUPPORT AND PROCUREMENT AGENCY

List of Items

Line item	Stock Number Description	Unit of Issue	Quantity
10	145130-2010 TRANSMITTER	each	3

REFERENCES:

CAGE Code	Name	Part Number
D4856	NORTHROP GRUMMAN LITEF GMBH.	145130-2010

APPLICABILITY: HELICOPTER AB212

CONDITION: NEW, NEW SURPLUS, FROM OEM OR TRACEABLE TO OEM OR WITH COC FROM OEM.

PLEASE PROVIDE TECHNICAL DOCUMENTATION.

(THIS ITEM IS THE REPLACEMENT OF P/N 145130-2000, CAGE CODE D4856, NSN 6605123880257)

Quality assurance requirements:

This contract shall meet the AQAP 2131 requirements (NATO Quality Assurance Requirements for Final Inspection). These requirements also apply to all sub-contractors involved in this contract.

GQA HEADER:

Government Quality Assurance is not required for this contract.

The Contractor must provide a Certificate of Conformity (CoC). Template to be used is to be found in AQAP2070.

In case the contractor is not the manufacturer, the contractor shall provide a copy of the COC received from the manufacturer.

Evaluation criteria:

The criteria, which NSPA will employ in selecting the successful offerer will be in the following order:

- compliance with the Terms and Conditions of the RFP,
- lowest price.

Although that the lowest price will be the predominant criteria in the evaluation of the proposals, NSPA is also concerned to receive your best delivery terms.

DRAFT PURCHASE ORDER

SCOPE OF PURCHASE ORDER: SUPPLY OF TRANSMITTERS

The Contractor represents that he operates as ☐ an individual ☐ a non-profit organization
☐ a corporation incorporated in

The Contractor agrees to deliver all the materiel set forth in the list of items attached to the Terms and Conditions for the consideration stated herein. The rights and obligations of the parties to this purchase order shall be subject to and governed by the Terms and Conditions and the General Provisions. To the extent of any inconsistency between the Terms and Conditions or the General Provisions and any specifications or other provisions which are made a part of this purchase order, by reference or otherwise, the Terms and Conditions and the General Provisions shall control. To the extent of any inconsistency between the Terms and Conditions and the General Provisions, the Terms and Conditions shall control.

TABLE OF CONTENTS

This purchase order consists of:

- Terms and Conditions containing 22 Parts
- NSPA General Provisions for Fixed Price Contracts (Materiel)
- Termination for Convenience of NSPA
- NSPA Materiel Inspection and Shipping Report (MISR) NSPA Form 194
- Shipping notification form
- Request for exemption of value added tax
- List of items

all of which are hereby made a part of the purchase order and incorporated herein by reference.

The following documents are available in the Internet under:

www.nspa.nato.int/en/organization/procurement/rules.htm

- **NSPA General Provisions for Fixed-Price Contracts (Materiel)**

www.nspa.nato.int/en/organization/procurement/forms.htm

- **Termination for Convenience of NSPA**
- **NSPA Materiel Inspection and Shipping Report (MISR) NSPA Form 194 with relevant distribution instructions**

If you have no Internet access, please contact the undersigned and a printed copy of these documents will be forwarded to you

TERMS AND CONDITIONS

Part 1 -	Materiel to be furnished	4
Part 2 -	Prices	4
Part 3 -	Pricing Warrant.....	4
Part 4 -	Taxes and Duties.....	5
Part 5 -	Point of Delivery and Passage of Title	5
Part 6 -	Contractor Notice Regarding Late Delivery	5
Part 7 -	Invoicing and Payment	6
Part 8 -	Liquidated Damages.....	7
Part 9 -	Quality Assurance Requirements.....	8
Part 10 -	Completion and Distribution of the NSPA Materiel Inspection Shipping Report (MISR)	8
Part 11 -	Item Identification	8
Part 12 -	Marking for Shipment.....	9
Part 13 -	Preservation, Packaging and Packing, Destination and Shipping Instructions	9
Part 14 -	Warranty.....	10
Part 15 -	Intellectual Property Rights, Royalties and License Rights.....	11
Part 16 -	Termination for Convenience of NSPA	11
Part 17 -	Notification of Changes.....	11
Part 18 -	Performance of the Contractor in Time of Alert or War	12
Part 19 -	Correspondence	12
Part 20 -	Publicity and Public Relations	13
Part 21 -	Integrity / No Bribe	13
Part 22 -	Assignment.....	13

Part 1 - Materiel to be furnished
--

1. The Contractor will supply to the NATO Support and Procurement Agency in the quantity, condition, at the unit and total price indicated, and on the delivery dates specified, the items described in the attached "List of Items".
2. The delivery schedule is specified in the description of the items.
3. The condition of the material must be NEW of current production, (i.e. Item of latest production in accordance with applicable specifications / drawings in conformance with the appropriate airworthiness standards in production, quality, condition monitoring and documentation).
4. Parts manufactured should be traceable back to the Type Certification holder, the Production Approval Holder, the Original Equipment Manufacturer (OEM) or his authorized representative. For commercial parts, delivery from an authorized representative or distributor with Certificate of Conformance – COC - from the licensed/authorized manufacturer is acceptable unless certificates such as EASA Form One or FAA Form 8130-3 for aircraft flying under relevant airworthiness regulations are provided. Should the latter be mandatory for aircrafts flying under civilian airworthiness regulations, this will be documented against each order line below.
5. SURPLUS material (parts originally bought by a Government and sold as surplus), PMA parts, or otherwise alternate parts, will not be accepted except as otherwise approved on this Order.
6. Aircraft common hardware and fasteners: contractor's delivery documentation must document the production lot and inspection/testing protocol.

Part 2 - Prices

The prices of this purchase order are firm fixed prices. The prices include all costs in respect of identification, preservation, packaging, packing, marking, quality assurance and inspection.

Part 3 - Pricing Warrant

The Contractor warrants that the prices included in this purchase order are for comparable quantities, terms and conditions equal to or less than those proposed or that would be proposed to the Contractor's most favored customer, including any other international organization or NATO member state government bodies.

Part 4 - Taxes and Duties

Clause 6: "Taxes and Duties" of the NSPA General Provisions for Fixed- Price Contracts (Materiel) is amended as follows:

1. If not located in Luxembourg, the Contractor is specifically responsible for obtaining any documentation required to permit NSPA and its Customers to benefit from the fiscal regime applicable to exports.
2. NSPA is specifically exempt from all duties and taxes (and this includes Value Added Tax within the European Union). For the purchase of materiel or services in countries within the European Union, the Contractor may use the form attached hereto entitled " VAT AND/OR EXCISE DUTY EXEMPTION CERTIFICATE (*)/(Directive 2006/112/EC - Article 151 and Directive 2008/118/EC - Article 13)".

This form will be signed and stamped by a NSPA official for completion and processing by the Contractor as may be required by the national authorities concerned.

3. Contractors should note that NSPA has **no** VAT number and **no** VAT identification number.
4. Luxembourg contractors are invited to note the special provisions for Luxembourg contained in the footnote to Taxes and Duties and Duties Clause of the NSPA General Provisions.

Part 5 - Point of Delivery and Passage of Title

1. The Contractor will deliver the materiel: FCA-Contractor's facilities (Incoterms 2010)
2. Title to the materiel will pass to NSPA at the point of delivery. Claims based on latent defects, fraud, gross negligence, or such gross mistakes to amount to fraud, shall not be prejudiced thereby nor shall the guarantees applicable to the materiel or issuance of discrepancy reports be affected by the said passage of title or acceptance of the materiel.

Part 6 - Contractor Notice Regarding Late Delivery

In the event that the Contractor encounters difficulty in meeting the time limits specified for any materiel, he shall immediately notify NSPA in writing, giving pertinent details. However, this data shall be for information only and shall not be construed as a waiver by NSPA of any time limit or of any rights or remedies provided under this Purchase Order.

Part 7 - Invoicing and Payment

1. The materiel delivered against this purchase order shall be invoiced within 45 days after delivery.
2. One original invoice shall be submitted to the following address :

NSPA
CIMO OFFICE
11 rue de la Gare
L-8302 CAPELLEN

accompanied by the NSPA MISR duly completed as contractually called for, an evidence of delivery, and a copy of the Certificate of Conformity (COC) of the aircraft type certification holder, original OEM or authorized manufacturer, or as applicable FAA Form 8130-3 / EASA Form One. The invoice submitted and the attached MISR shall bear the purchase order reference number, and shall refer to the line items delivered. Faxed invoices or invoices submitted electronically will not be accepted for payment.

3. If the Contractor ships the materiel to the final destination, the only acceptable evidence of delivery shall be a document bearing proof of the transportation charges paid by the Contractor. If not shipped by the Contractor, the only acceptable evidence of delivery shall be a receipt document signed by the authorized Shipping Agent or his duly designated representative. The receipt document must clearly indicate the authorized Shipping Agent's name and address, the printed name of the Shipping Agent's Representative and his signature for the receipt of the materiel. In the event the Contractor incurs any transportation charges from the point of delivery to the place indicated by the NSPA Shipping Agent, the charges are to be billed directly to NSPA, duly supported by a price voucher covering the amount paid.

4. The following certificate shall be affixed to each invoice submitted:

"I certify that this invoice is correct and just, that payment has not been received and that the price is exclusive of all taxes and duties from which NSPA is exempted."

5. Payment

- a. Payment will be made within (...) days with .. % prompt payment discount or (...) days net **will be completed at the time of contract award** following receipt by NSPA of the Contractor's original invoice drawn for payment in the currency in which the contract is established, and containing the following information: contract number and item number, purchase order number and item number, description of the item, unit of issue, quantity, unit price and total price.
- b. NSPA will pay the net invoice amount and support the charges of its bank. All other charges will be for the Contractor

-
-
- c. The payments will be made to the account identified by the Contractor at time of registration to the NSPA Source file.

OR

The payment will be made by NSPA as follows:

- i. Full name and address of banker(s)
 - ii. Detailed bank account information as follows:
 - For EU countries: IBAN code plus BIC
 - For USA: bank account number(s) + ABA code (or SWIFT code)
 - For Canada: bank account number(s) + bank code (5 digits) and branch code (3 digits)
- For any other country: bank account number(s) plus any country-specific codes, if applicable.

Part 8 - Liquidated Damages

1. If the Contractor fails to deliver within the time specified in the purchase order, he shall pay NSPA liquidated damages at the rate of 1 % for each full week of such delay but not more than a total of 10 % of the total price of the materiel not delivered on time.
2. Without prejudice to the final decision regarding the liquidated damages, NSPA shall be entitled to deduct imposed liquidated damages when paying invoices, even in the event that claims deriving from submitted invoices have been assigned or otherwise transferred to third parties. The total of the deductions made by NSPA pursuant to this clause will be considered as full and final satisfaction of all claims received out of late delivery of any item.
3. During a period of one year after delivery and acceptance of the items, NSPA shall have the right to claim liquidated damages even if such right is not reserved at the time when delivery is accepted.
4. The liquidated damages will not apply if the Contractor's failure to perform is due to causes beyond his control and without his fault or negligence.
5. Such causes may include but are not limited to: Acts of God or of the public enemy, acts of Government in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and failure of subcontractors to perform due to such causes. If the Contractor is responsible for obtaining necessary export licenses / permits / DSP forms, he has to ensure that such requests are made in a timely manner so as to not delay shipment. Failure to do so will NOT be considered Force Majeure.
6. The foregoing provisions of this part apply only to delinquencies in deliveries and do not prejudice NSPA's rights under the provisions of the clause entitled "Default" of the General Provisions for Fixed Price Purchase Orders (Materiel).

Part 9 - Quality Assurance Requirements

The Contractor is responsible for maintaining effective control of the quality of materiel. If the Contractor himself is not the manufacturer of the contracted materiel, he shall impose these quality requirements upon his subcontractor.

In case where an AQAP is specified: The Contractor shall meet its requirements. The Contractor must provide a COC. In case he is not the manufacturer, he shall provide a copy of the COC received from the original manufacturer. In case GQA is applied, the NSPA MISR may be used as a COC.

Part 10 - Completion and Distribution of the NSPA Materiel Inspection Shipping Report (MISR)

1. Completion.
 - a. The MISR is printed on Form 194. The MISR is available in the Internet. United States Contractors may use DD Form 250, or a modification thereof in lieu of the MISR.
 - b. The Contractor shall complete all blocks, except blocks 22, 25, 26 and 29, which are reserved for use by NSPA. Block 19 of form 194 must also be completed with the relevant Document Number(s).
2. Distribution.
 - a. Four copies inside the exterior container in which materiel is packed for shipment and four copies inserted in a waterproof envelope attached to the outside of the exterior container. If the shipment consists of more than one exterior container, the copies should accompany container n° 1.
 - b. One (1) copy to be attached to the Contractor's invoice.
3. If the Contractor is requested to use the services of a NSPA Shipping Agent, he shall provide the NSPA Shipping Agent with three (3) copies of the MISR.

Part 11 - Item Identification

1. Whenever circumstances require the substitution of an item or part thereof ordered under this purchase order, the Contractor must refer the proposed substitute to NSPA for approval, together with the NATO Stock Number (if available), Part Number of the proposed substitute, and if applicable, drawing built standard for the part number, including revision details and all major and minor waivers and deviations incorporated.
2. When both NATO Stock Number and Part Number identify an item, the NATO Stock Number will govern except where the Request for Proposal and Order have identified Authorized Part Numbers/references. In the latter case, only such indicated Part Numbers as identified per line item are authorized for delivery

Part 12 - Marking for Shipment

1. The shipping documentation and all items or tags attached thereto will bear the following information: purchase order number, purchase order line number, NATO Stock number/Part number and quantity.
2. All containers (interior and exterior) will show the vendor's shipment notification number.

Part 13 - Preservation, Packaging and Packing, Destination and Shipping Instructions

1. Unless otherwise indicated in the Military Specifications of an item (if applicable) or other national/official methods, preservation, packaging and packing shall be performed in accordance with the best commercial practice in line with ATA-300 or equivalent, and shall be such as to assure safe arrival at the final destination, and shall be capable to withstanding extended storage for at least one year under normal, unheated, inside storage conditions. Depending on the weight, volume and nature, the items should normally be delivered on euro pallet(s) at no cost to NSPA. The exterior container will show the number of this purchase order and be provided with a shipping label bearing the full shipping address as indicated in this purchase order. It is imperative that the production serial numbers, when assigned, be clearly marked not only on the item itself, but also on accompanying shipping documentation and the MISR.
2. If a delivery involves age sensitive parts that have aerospace applications and would require supplier compliance with the provisions of MIL-STD 1523A, Age Controls of Age-Sensitive/Elastomeric Material (for Aerospace Application) or national equivalent, then these parts cannot be more than two (2) quarters old from cure date at time of delivery to NSPA. Also, parts must be level "A" packaged and marked per MIL-P-4861B (or National equivalent). This requirement is applicable to the same degree to any item of assembly containing similar parts. Cure date must be clearly labeled on each item.
3. If materiel to be supplied under this purchase order constitutes hazardous or potentially hazardous cargo, the materiel and related shipping and commercial documentation must be processed (this includes but is not necessarily limited to packaging, packing, marking, notices of availability, documentation, emergency response information, etc. etc.), in accordance with applicable national and international transportation rules and regulations pertaining to hazardous or potentially hazardous cargo. A Materiel Safety Data Sheet (MSDS) must accompany each exterior container (one copy attached outside and one copy inside). One copy of the MSDS must also be enclosed with the Dangerous Goods declaration. The Contractor shall be liable for any loss or damage that might occur arising from an incident or accident due to the absence of a correctly completed MSDS.

Depending on the type of materiel and mode of transport to be engaged the following are some examples of documentary requirements: Shippers Declaration for Dangerous Goods; Dangerous Goods Transport Document; Materiel Safety Data Sheet; Dangerous Goods Declaration; Transport Emergency Card (TREM Card) - European Road Transport, etc.

The following are examples of the various regulations in force: International Air Transport Association (IATA) Regulations; International Maritime Dangerous Goods Code (IMDG); International Regulations concerning rail transport (Europe); Accord Européen relatif au transport international des marchandises dangereuses par route (Europe); Transportation of Dangerous Goods Regulations (Canada).

If electronic parts have been designated as "ELECTROSTATIC DISCHARGE SENSITIVE (ESDS)", there must be protected, packaged, and identified in accordance with DOD-STD-1686 (or National equivalent) requirements. ESDS parts must be individually packaged. The Contractor shall communicate in writing to NSPA the part numbers of ESDS items with the invoice and with each shipment of such items

4. Shipping notification

When the materiel is ready for shipment, the Contractor shall use the form attached for this purpose to this purchase order to submit a shipping notification to NSPA, indicating the following information:

- per shipment: contractor's shipment notification number, expected date of delivery of shipment at destination;
- per materiel of the shipment: purchase order number, purchase order line item number, delivered quantity and, in case of partial delivery, the text "partial delivery".

5. Export License

Unless a NSPA freight forwarder is used, the Contractor will obtain the export license at their own expense and risk and carry out all customs formalities necessary for the exportation of the goods.

Part 14 - Warranty

1. The Warranty provisions as per NSPA General Provisions for Fixed-Price Contracts (Supply) is supplemented to include the following:

- "The Contractor grants a warranty of five hundred (500) flight hours for aircraft peculiar parts, or two (2) years after delivery, whichever is shortest, or twelve (12) months after delivery of the materiel for other parts."
- In case a defective item is accepted by the Contractor for return and replacement / repair under the warranty conditions of this contract, the transportation costs for the defective item from NSPA's customer to the place where replacement and

correction will be made and back to NSPA's customer, will be borne by the Contractor.

2. The Contractor will comply with the applicable national and / or international regulations with respect to product liability.

Part 15 - Intellectual Property Rights, Royalties and License Rights

1. The Contractor guarantees that he is in possession of all the necessary intellectual property rights in force in the countries where the items will be manufactured and / or services will be performed, under this contract and in other countries where the intellectual property rights are in force. The contractor possesses any licenses necessary for the performance of this contract and made any other arrangements required to protect NSPA from any liability for intellectual property rights infringement in said countries. The Contractor will at his expense hold NSPA harmless and fully indemnify NSPA against all damages, costs, charges, expenses and the like arising from or incurred by any reason of any infringement or alleged infringement of intellectual property rights in consequence of the provision of the service and / or materiel.
2. The Contractor agrees to assure himself that the Original Equipment Manufacturer(s) (OEM) or any entitled third party have not retained any intellectual property rights, before he provides services and / or manufactures items under the contract. NSPA shall not be liable for intellectual property rights infringements as may be caused by the Contractor.
3. The Contractor confirms that no payments of royalties or fees for intellectual property rights will be claimed by the OEM or any entitled third party for the services performed and / or materiel provided under this contract. In the event that such fees are claimed, the Contractor will bear any and all responsibility.

Part 16 - Termination for Convenience of NSPA

The provisions applicable to "Termination for Convenience of NSPA" are available in the Internet.

Part 17 - Notification of Changes

1. If at any time during the performance of this purchase order, the Contractor considers that he has been directed to change or deviate from, in any way, the terms and conditions and/or the scope of this purchase order, he shall notify the contracting officer immediately. This notification shall as a minimum contain a cost breakdown of the additional costs to be incurred by the Contractor if he would implement the change/deviation and the related impacts on the terms and conditions. This information must be provided to such level of detail to allow the contracting officer to provide a comprehensive response within 14 days after receipt of the notification from the Contractor.

-
-
2. Following the submission of this notification, the Contractor shall diligently continue performance of this purchase order to the maximum extent possible in accordance with its terms and conditions as originally agreed.
 3. NSPA shall not bear any responsibility for work performed by the Contractor outside the purchase order scope and NSPA shall not compensate the Contractor in either time or money for such work not specifically authorized or requested by the contracting officer in writing and subsequently included in the purchase order through a Supplemental Agreement.
 4. Consequently, the Contractor cannot claim additional money and/or time for work performed during the performance of the purchase order, which has not been identified as part of the scope of this purchase order.

Part 18 - Performance of the Contractor in Time of Alert or War

The Contractor warrants that on the basis of information available to him, he is not aware of any national law or regulation, or any circumstances that might prevent him from fulfilling his obligations under this purchase order in time of alert or war.

Part 19 - Correspondence

1. The Contractor will return a signed copy of the purchase order without delay to the address indicated below.
2. All **correspondence** except invoices should be addressed to:

NSPA
Attn: LA-PP
L - 8302 CAPELLEN
GR. D. Luxembourg

Contact point : KETTY MERIN
Tel : +352 3063 Ext : 6152
Fax: +352 3063 4300
email: ketty.merin@NSPA.nato.int

3. All **invoices** should be addressed to:

NSPA CIMO Office
11, rue de la Gare
L - 8302 CAPELLEN
GR. D. Luxembourg

and should refer to the NSPA purchase order number.

4. Deliveries of materiel to NSPA installations on Friday afternoon, weekends and national holidays cannot be accepted without prior agreement.

Part 20 - Publicity and Public Relations

1. The Contractor shall not make any press release or public statement concerning this contract without the prior written approval of NSPA.
2. The Contractor agrees that, upon request NSPA may provide copies of the signed contract to officials of NSPA's customer nation who are or were directly involved in the procurement of the goods and / or services ordered hereunder.
3. The Contractor shall not use the name, emblem or official seal of NSPA / NSPO or any abbreviation of the name of NSPA / NSPO in connection with its business or otherwise, unless prior authorized in writing by NSPA.

Part 21 - Integrity / No Bribe

1. NSPA draws the contractors' attention to the fact that it is strictly forbidden to offer gifts or other advantages to Agency staff members. This also includes any so-called end-of-year gifts, which cannot be considered to be advertising presents.
2. If the Agency establishes that this ban has been disregarded, NSPA may terminate this purchase order at no cost to NSPA and your firm may be removed from the Agency's source file after the Agency has informed the relevant national authorities.

Part 22 - Assignment

NSPA shall have the right to assign in part or in full to another NATO Subsidiary Body, NATO Agency or any other entity acting on behalf of NATO the rights, obligations, title and interest in and to this Contract. Such assignment will not entitle the contractor to any additional payments or any other consideration. NSPA will notify such assignment in writing to the Contractor.

Dear Sir/Madam,

The NATO Support and Procurement Agency has a requirement for the supply of the materiel described in the “List of Items” attached to this Request for Proposal (RFP).

You are invited to submit a firm fixed price proposal, based on delivery – FCA Contractor’s facilities (Incoterms 2010).

IMPORTANT NOTES ON MATERIAL EXPORT

For non-U.S. vendors:

- For proposals for material not originating in the U.S. / not to be shipped from the U.S.:
 - In case of Incoterm “FCA Contractor’s facilities”, the contractor has to obtain the export license or export under existing licenses, if necessary.
- For proposals for material originating in the U.S. with place of delivery “FCA” in the U.S., to be delivered through the NSPA freight forwarder (JAS):
 - The same rules as for U.S. vendors apply (see below).
 - **To be included in the proposal:**
 - Name, address, POC, phone, and fax number of the U.S. subcontractor.

For U.S. vendors:

- For proposals for material with place of delivery “FCA” in the U.S., delivered through the NSPA freight forwarder (JAS):
 - **For defense items:**
 - For Significant Military Equipment (SME) designated as being under the jurisdiction of the U.S. Department of State, the contractor shall obtain the export license. A copy of the export license must be sent to the NSPA POC and to JAS before the material is shipped.
- To be included in the proposal:**
- A statement that the item is Significant Military Equipment, and that the vendor possesses an export license or will apply for one.
 - The Schedule B Export Code. For details see <http://www.census.gov/foreign-trade/schedules/b/index.html>
- For non-SME material: NSPA purchases most of the material for use in a NATO weapon / defense system. In these cases it is assumed that ITAR (22 CFR) U.S. Munitions List applies. The NSPA freight forwarder possesses the necessary Department of State DSP-5 Export Licenses.

To be included in the proposal:

- The U.S. Munition List (USML) Category. For details see <http://www.fas.org/spp/starwars/offdocs/itar/p121.htm>
- The Schedule B Export Code. For details see <http://www.census.gov/foreign-trade/schedules/b/index.html>

○ **For non-defense items:**

- If it is the vendor's position that the material is not a defense item (i.e. not specifically designed, manufactured, modified, configured, or adapted for a particular defense / weapon system) and therefore shouldn't be shipped under a U.S. Department of State export license,

the proposal must include:

- A statement that the material is a non-defense item, i.e. "NLR" (No license required)
- The Schedule B Export Code. For details see <http://www.census.gov/foreign-trade/schedules/b/index.html>
- The Export Control Classification Number (ECCN). For details see <http://www.bis.doc.gov/licensing/exportingbasics.htm>

Note: Please ensure that the material is indeed a civilian item and not a "dual-use" item (i.e. a civilian item with military applications) which falls under defense trade controls.

- If the non-defense item is subject to be exported under a license to be issued by the U.S. Department of Commerce, the vendor has to obtain this license too and send a copy to the NSPA POC and JAS before the materiel is shipped.

To be included in the proposal:

- A statement that the item will be exported under a license by the U.S. Department of Commerce and that the vendor possesses an export license or will apply for one.

Table of contents

1.	TAX EXEMPTION.....	4
2.	CONSIDERATION OF ALL INFORMATION	4
3.	CONTRACTOR'S RESPONSIBILITY	4
4.	BALANCING OF PRODUCTION	4
5.	EVALUATION CRITERIA	5
6.	GEOGRAPHICAL LIMITATIONS.....	5
7.	ALTERNATE ITEM(S)	5
8.	AUTHORISED SIGNATURE	5
9.	VALIDITY	5
10.	PRICES, CURRENCY AND PAYMENT	6
11.	CONDITION OF MATERIEL	6
12.	QUALITY ASSURANCE	7
13.	LATE OFFERS	7
14.	NO NSPA COMMITMENT	8
15.	PRE AWARD SURVEY	8
16.	INSTRUCTIONS FOR PROPOSAL FORWARDING	8
17.	NSPO PROCUREMENT REGULATIONS / NSPA OPERATING INSTRUCTION	8
18.	PUBLICATION OF CONTRACT AWARDS.....	9

1. TAX EXEMPTION

All prices and rates quoted shall be exclusive of any taxes and duties from which NSPA is exempt pursuant to the provisions of the Ottawa Agreement of 20 September 1951 and the *Agreement between NAMSA and the Government of Luxembourg, dated 19 June 1968, entitled 'Agreement regarding exemption from taxes, duties and rates granted to NAMSO (NATO Maintenance and Support Organization) by the Luxembourg Authorities.*

2. CONSIDERATION OF ALL INFORMATION

Your proposal must be prepared after careful consideration of all information provided in this RFP. In order for your proposal to receive an accurate evaluation it must conform to the terms of this RFP. Non-conforming or incomplete proposals may be refused consideration for award of a contract.

It is therefore mandatory that the following elements be provided with your offer:

- Quality certification held by your firm (ISO, AQAP, ...), OEM certification, etc...
- Traceability of origin of materiel (please refer to paragraph below entitled: "Condition of materiel")
- Remaining shelf life where applicable

3. CONTRACTOR'S RESPONSIBILITY

With the submission of his proposal the bidder guarantees that he is in possession of all the necessary intellectual property rights in force in the countries where the items will be manufactured and / or services will be performed, under the resulting contract and in other countries where the intellectual property rights are in force. It is the sole responsibility of the bidder to obtain any licenses necessary for the performance of this contract and for making any other arrangements required to protect NSPA from any liability for intellectual property rights infringement in said countries. The bidder will at his expense hold NSPA harmless and fully indemnify NSPA against all damages, costs, charges, expenses and the like arising from or incurred by any reason of any infringement or alleged infringement of intellectual property rights in consequence of the provision of the service and / or materiel.

You will be solely responsible for the performance of the contract resulting from this RFP. The fact that NSPA allows to subcontract or to call upon a third party for the performance of any part of the contract does not relieve you of your responsibility.

4. BALANCING OF PRODUCTION

For contracts amounting to EUR 82,000.- or more, or equivalent in another currency, NSPA takes into account a "balanced production" policy. Under this policy, when offers from firms of different participating NSPO member states are otherwise similar, contract award is made to that bidder whose country, at time of award, is poorly placed in terms of balance, provided that his offer does not exceed the lowest offer by more than a certain percentage (10 % or 20 % depending on the relative position of the countries in terms of balancing) and he agrees to match such lowest offer. Relative positions of the countries in terms of production balancing are determined by using the ratio "R"; value of the contracts placed by NSPA in a country compared with the value of sales made to the same country. The three categories in the NSPA scale of balancing are well-placed, less well-placed and poorly-placed, the latter category having the lowest ratio.

5. EVALUATION CRITERIA

The criteria, which NSPA will employ in selecting the successful offerer are indicated in the "List of Items" attached hereto.

NSPA reserves the right to select either the proposal for "NEW" or the proposal for "NEW-SURPLUS" material as defined in paragraph "**CONDITION OF MATERIEL**" below.

NOTE: For basic, non-complex supplies & services requirements at a firm fixed price not exceeding financial level B, NSPA reserves the right to accept a Bidder's Terms & Conditions, provided that these T&C do not represent undue risk for NSPA.

6. GEOGRAPHICAL LIMITATIONS

In case a Support Conference so decides, RFPs may be issued only to firms in specified geographical areas and/or be subject to the application of certain criteria designed to give preference to firms located in such geographical areas. In this instance the criteria must be clearly stated.

7. ALTERNATE ITEM(S)

If you desire to submit a proposal for an alternative item(s), you may do so in addition to the proposal submitted in response to this Request for Proposal. Proposals for alternative items shall be submitted with a complete description of the proposed items, and be accompanied with a certificate stating that the items offered are **fully interchangeable** with the requested items (same form, fit and function) or an explanation given on how they differ.

When a stock number is superseded, the offeror will so indicate in his offer furnishing the new stock or part number. In case of inconsistency between the National/NATO Stock Number and the Part Number, the NATO Stock Number will govern. However, should specific part numbers in this RFP be identified as "authorized references", only these part numbers are acceptable for award, except as otherwise approved by the customer aircraft national airworthiness authorities.

8. AUTHORISED SIGNATURE

Your proposal must be signed by an official authorized to bind your firm to a contract. If your proposal is submitted electronically the authorized signature should be scanned. Proposals submitted in response to this RFP are binding offers and, on acceptance by NSPA, constitutes a binding contract.

9. VALIDITY

Your proposal shall be valid until the "Offer Validity" date indicated on the first page of this RFP. The proposal must be submitted in the English or French language. If not sent by fax or email, the proposal must be submitted in duplicate.

10. PRICES, CURRENCY AND PAYMENT

Prices may be quoted in the currency of any NSPO member state. However, all the prices must be quoted in the same currency and this currency will be reflected in the resulting contract and used for payments made thereunder.

Comparison of the price quotations will be made in euro; the exchange rates to be used for the purposes of such price comparison will be the medians between buying and selling rates of the Brussels "Marché Réglementé" on the first banking day of the week of the bid closing date, as reported by the Banque et Caisse d'Epargne de l'Etat, Luxembourg.

NSPA payment terms are 30 days net upon receipt of Contractor's invoices duly documented as contractually provided for. Discount for early payment shall be indicated in your proposal.

NSPA payments will be made to the bank account provided by the Contractor at time of registration to the NSPA source file or to the bank account identified by the Contractor at time of contract award. NSPA will only accept to make payments on an account in a bank located in a NATO Nation.

11. CONDITION OF MATERIEL

The condition of the material must be **NEW** of current production, (i.e. Item of latest production in accordance with applicable specifications / drawings in conformance with the appropriate airworthiness standards in production, quality, condition monitoring and documentation), offered by the original manufacturer, his licensee or authorized distributor.

Parts manufactured shall be traceable back to the Type Certification Holder, the Production Approval Holder, the Original Equipment Manufacturer (OEM) or his authorized representative where applicable. For commercial parts, delivery from an authorized representative or distributor with Certificate of Conformance – COC - from the OEM, licensed/authorized manufacturer is acceptable unless certificates such as EASA Form One or FAA Form 8130-3 for aircraft flying under relevant airworthiness regulations are requested.

Notices:

- Over-run parts, recycled parts from scrap, or quality rejections are not acceptable.
- No substitutes or deviations are authorized without prior express approval by NSPA.
- NEW-SURPLUS material obtained from other than original manufacturer or approved distributor, which shows no evidence of prior use or installation, which may or may not be in original manufacturer's packaging is acceptable provided that the part or packaging is identified by the proper manufacturer's marking and identification, accompanied by the correct certification and documented traceability to an approved source.(i.e. Certificate of Conformance – COC - from the OEM, licensed/authorized manufacturer is acceptable unless certificates such as EASA Form One or FAA Form 8130-3)
- Proposals for FAA PMA parts, are not acceptable
- If a Government Qualified Products List (QPL) is applicable, the identity of the manufacturer must be provided.

-
-
- For military specific parts (non-commercial items): the proposal shall include the built standard document for the part number offered. This document shall list the drawing revision plus all major and minor waivers and deviations to be incorporated in the delivered item for each serial number/fabrication numbered assembly and sub-assembly.
 - Aircraft hardware and fasteners: bidders must provide evidence of adherence to the relevant aeronautical standards, and airframe manufacturers certification or any other similar standards or certification.
 - Proposals for items with a shelf life should specify the shelf-life period and the remaining shelf life of the part.

12. QUALITY ASSURANCE

The Contractor is responsible for maintaining effective control of the quality of materiel.

The Contractor must always provide a Certificate of Conformance (COC) (or on a case-by-case basis certificates such as EASA Form One, FAA 8130-3 for aircraft flying under civilian airworthiness regulations, if requested by NSPA) from the original aircraft type holder/authorized. Delivery with COC of the contractor / distributor only will not be accepted.

Additionally for delivery of parts commonly designated as “aircraft hardware and fasteners”, the contractor will provide evidence of conformance with the relevant aeronautical standards, including original source identification and evidenced conformance with the appropriate aeronautical standards for the manufacturing process and specifications. Delivery documentation must refer to the production lot identification and testing. The test and/or lot testing documentation must remain on record for three (3) years and be made available to NSPA on demand (free of charge)

When **Government Quality Assurance (GQA)** services are required on the list of items attached to this RFP, the Contractor and/or the Subcontractor(s) will for the duration of the contract, maintain a Quality Assurance System acceptable to the national Government Quality Assurance Representative as being in accordance with the applicable AQAP.

When GQA services are required, the **place of inspection** shall be indicated in the proposal if different from the point of delivery.

Information on NATO Quality Assurance Standards may be found at the following web site: <http://nso.nato.int/nso/nsdd/stanagdetails.html?idCover=7412&LA=EN>

13. LATE OFFERS

Proposals received after the “Offer Closing Date – 24:00 hrs Luxembourg time” indicated on the first page of this RFP shall, as far as a contract award is concerned, be rejected without consideration. However proposals posted prior to the Offer Closing Date (valid postal stamp) will be considered as long as they are received before an award is made. If only one offer is received and it is received after the closing date, NSPA reserves the right to consider such offer.

14. NO NSPA COMMITMENT

This RFP is not a commitment that an award of contract will be made. NSPA reserves the right to reject any or all proposals. No payment for costs incurred prior to entering into a contract will be made by NSPA. NSPA reserves the right to award a contract for any or part of the items solicited with this RFP.

15. PRE AWARD SURVEY

If after the submission of a proposal you are considered for an award of a contract, NSPA reserves the right to conduct a survey of your technical and facility capabilities. A pre-award survey is normally performed for higher value contracts.

16. INSTRUCTIONS FOR PROPOSAL FORWARDING

The means of transmitting your proposal are left to your discretion, by post, by private mail service, by email, by fax, or by a bid application using a secure protocol (https). Proposals submitted electronically (email or secure protocol) must conform to currently supported Microsoft-Office versions (preferably MS-Word, MS-Excel) or PDF.

Email: Your offer must be sent to the following address: procurement@nspa.nato.int and make reference to the RFP Collective Number.

Please be aware that the maximum capacity for incoming mail at NSPA is 10 MB. In case that your offer is larger it must be compressed to fit the 10 MB limit or sent in several parts.

Secure protocol: Your offer can also be submitted using a secure protocol (https) into the NSPA system. For this purpose select the button "Bid" when you display the details of the RFP in the Internet and follow the instructions.

A proposal that is received "incomplete" when the closing date deadline is reached, cannot be accepted. In case the proposal is mailed it has to be submitted to the following address and should mention:

NATO SUPPORT AND PROCUREMENT AGENCY (NSPA)
Procurement Division, Attn.: PP-A
RFP Collective n°: **KME150104R**
L-8302 CAPELLEN (Luxembourg)

17. NSPO PROCUREMENT REGULATIONS / NSPA OPERATING INSTRUCTION

The NSPO Procurement Regulations and the NSPA Operating Instruction are available on NSPA's website under <http://www.nspa.nato.int/en/organization/procurement/rules.htm>

If you do not wish to respond to this RFP, please notify this office and return all documentation received promptly or destroy it.

18. PUBLICATION OF CONTRACT AWARDS

In accordance with the Procurement Operating Instruction, NSPA periodically publishes high value contracts (except classified ones), indicating the contractor's name and country, as well as the purpose, total amount and issue date of the contract.

This information is to be found on the NSPA website under
<http://www.nspa.nato.int/en/organization/procurement/contract.htm>