

Request For Proposal

Title : METAL WORKS AND WELDING SERVICES
RFP CMRE-25-002

Bidding Instructions

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A Bidding Instructions

1 General

As a result of this solicitation, STO-CMRE intends to award a Basic Ordering Agreement - BOA. BOA is a written agreement, not a contract – since no commitment to purchase and neither to perform exists between the parties. Such commitment will be generated by resulting future contracts (in the form of task orders) referencing the BOA's terms & conditions, and price rates. The future contract(s) issued in reference to the BOA will be based on a Level of Effort, and priced using the proposed firm-fixed hourly rates - subject to economic price adjustment for inflation in the option years, if exercised.

The BOA will be awarded in accordance with the STO-CMRE Terms and conditions; STO-CMRE Standards Terms and Conditions, dated July 2016, are applicable to this procurement and can be located on the CMRE website at www.cmre.nato.int/Procurement under General Information.

2 Classification

This Request For Proposal (RFP) is a NATO UNCLASSIFIED document.

3 Definitions

- a. The "Prospective Bidder" shall refer to the entity that has indicated thereon its intention without commitment, to participate in this RFP.
- b. The term "Bidder" shall refer to the bidding entity that has completed a bid in response to this RFP.
- c. The term "Contractor" shall refer to the bidding entity to whom the contract is awarded.
- d. The term "Contracting Officer" designates the official who executes this RFP on behalf of STO-CMRE
- e. "Contracting Officer's Technical Representative" or "COTR" is the official who is appointed for the purpose of determining compliance of the successful bid, per the technical specifications.
- f. The term "STO-CMRE" shall refer to Science & Technology Organisation – Centre for Maritime Research and Experimentation.
- g. The term "NATO" shall refer to the North Atlantic Treaty Organisation.
- h. The term "days" as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

4 Eligibility

This RFP is open to governmental or commercial entities:

1. Established in a North Atlantic Treaty Organisation Alliance member nation.
2. Working in the required field and legally authorised to operate in the country or countries in which this contract is to be performed at the time of bidding.
3. Has performed the desired past performance including size, cost and scope.
4. All proposed key personnel on this requirement must be citizens of a NATO member nation as described in this RFP.

5 Duration of the Contract

1. The contract awarded shall be effective upon date of award.
2. Period of Performance:
 - a. Base Period : from date of award to December 2025
 - b. Option Periods:
 - i. 01 JAN 2026 – 31 DEC 2026
 - ii. 01 JAN 2027 – 31 DEC 2027
 - iii. 01 JAN 2028 – 31 DEC 2028
 - iv. 01 JAN 2029 – 31 DEC 2029

Option periods shall be exercised at the sole discretion of the STO-CMRE Contracting Officer, based on satisfactory work performance, availability of funding, and ongoing evolving requirements.

6 Exemption of Taxes

All prices and rates quoted shall be exclusive of any taxes and duties from which STO-CMRE is exempt pursuant to the provisions of “Agreement on the status of the North Atlantic treaty Organization, National Representatives and International Staff” (Ottawa Agreement), Articles IX and X and the Italian law ART. 72 of the D.P.R. 26/10/1972 n. 633 and subsequent modifications.

7 Amendment or Cancellation

STO-CMRE reserves the right to amend or delete any one or more of the terms, conditions, or provisions of the RFP prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.

STO-CMRE reserves the right to cancel, at any time, this RFP either partially or in its entirety. No legal liability on the part of STO-CMRE shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting, that no costs shall be recovered from STO-CMRE.

8 Bidder Clarification

1. Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this RFP, terms, clause, provision, or specifications, shall be requested in writing from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than 3 (three) working days prior to the bid closing date.
- 2 Bidders’ conference (if applicable): not-applicable
- 3 Bidders’ site visit (if applicable): not-applicable
- 4 Information in response to all inquiries / requests for clarification to a prospective bidder shall be furnished to all prospective bidders by e-mail. All addendums and any necessary solicitation amendments shall be incorporated into this RFP. Oral Interpretations shall not be binding.

9 Bid Closing Date

Proposals shall be submitted by 09.00 hours, local time, **Friday 28 February 2025**. Proposals received after the stated date and time, will not be considered.

Send your proposal via e-mail as an Adobe® .pdf file to: Contracting@cmre.nato.int and cc Registry@cmre.nato.int (See paragraphs 11 & 12)

NOTE: Please DO NOT send your proposal to any other e-mail address, otherwise, it may be determined non-compliant with this RFP.

10 Proposal Validity

Proposals shall remain valid for a period of one hundred and twenty days (120) from the applicable closing date set forth within this RFP. STO-CMRE reserves the right to request an extension of validity. Bidder shall be entitled to either grant or deny this extension of validity. STO-CMRE may consider a denial to extend the validity as a withdrawal of the proposal.

11 Content of Proposals

The entire proposal shall be split in two (2) parts:

- a. The Financial proposal containing :
 1. The bidder's full name, address, point of contacts, telephone, and website;
 2. Compliance statement (See Annex 2)
 3. Price Proposal (See Annex 4 for Price proposal).
- b. The Technical proposal containing:
 1. Welder Certification - Certified in accordance with UNI EN ISO 9606-1:2017, UNI EN ISO 9606-2:2006 and IACS UR W32 Rev.1 Sep 2020;
 2. ISO 9001:2015, Quality management systems requirements.
 3. Past performance (See Annex 3); references will be accepted in lieu of past performance;
 4. Self-declaration or previous experience in performance of activities required at para. 2.2, c of SOW.
 5. Self-declaration, with regards to the ability to express himself/herself in English up to an elementary level.
 6. Compliance matrix (See Annex 5 to Statement of Work).

12 Proposal Submission

- a. Proposals shall be submitted electronically in two separate PDF documents; One containing the Technical Proposal and one containing the Financial Proposal, to: Contracting@cmre.nato.int and Registry@cmre.nato.int
- b. Email subjects shall include the solicitation information along with company name (e.g.: RFP-CMRE 25-002_Tech_company-name. / RFP-CMRE-25-002_FIN_company-name). Allow sufficient time in your submission should you encounter email size challenges.
- c. Price proposals shall be in EURO (€) currency.
- d. Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule. The proposed prices are valid for the base year only. If option years will be awarded, prices will be adjusted for inflation using the most recently available applicable annual official NATO Countries Inflation rate factor.
- e. No oral bids, oral modifications, or telephonic bids shall be considered.

- f. It is the ultimate responsibility of a prospective bidder prior to submission that all proposal submissions are reviewed to ensure they meet the technical, contractual and administrative specifications and that offers meet the limitations and expressed conditions.

13 Late Proposals

- a. It is solely the bidder's responsibility that every effort is made to ensure that the proposal reaches STO-CMRE prior to the established closing date and time. Only if it can be unequivocally demonstrated that the late arrival of the proposal package was the result of NATO staff negligence (mishandling) shall the bid be considered, as long as it is received before an award is made.
- b. A delay in email exchange due to the server or size restrictions does not constitute a delay by NATO.

14 Proposal Withdrawal

A bidder may withdraw their proposal up to the date and time specified for bid closing. Such a withdrawal must be completed in writing, with attention to the STO-CMRE Contracting Officer.

15 Proposal Evaluation

- a. The evaluation of proposals and determination as to the responsiveness and technical adequacy or technical compliance, of the products or services requested, shall be the responsibility of STO-CMRE. Such determinations shall be consistent with the evaluation criteria specified in the RFP.
- b. STO-CMRE is not responsible for any content that is not clearly identified in any proposal package.
- c. Proposals shall be evaluated and awarded based upon the lowest price, technically compliant offer. The following factors are considerations:
 - 1. Successful administrative submission of bid packages as requested at paragraph 11 of this RFP.
 - 2. Successful determination of Technical Compliance.
 - 3. Successful cost price criteria (Lowest Price Technical Compliant Offer).
 - 4. Acceptance of STO-CMRE General Terms and Conditions.

16 Proposal Clarifications

During the entire evaluation process, STO-CMRE reserves the right to discuss any proposal with the order to clarify what is offered and interpretation of language within the proposal, to resolve in potential areas of concern.

17 Award

- a. STO-CMRE intends to award a requirements contract to the Bidder whose proposal represents the Lowest Priced Technically Compliant offer to NATO. Partial awards will not be considered.

- b. STO-CMRE will collect information from references provided by the Bidder in regard to its past performance. Contractors must provide authorization to contact references.
- c. STO-CMRE reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this RFP.

18 Communications

Any communication related to this RFP, between a prospective bidder and STO-CMRE shall only be through the nominated STO-CMRE Contracting Officer. Designated contracting staff shall assist the STO-CMRE Contracting Officer in the administrative process. There shall be no contact with other STO-CMRE personnel regarding this RFP. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

19 Points of Contact

(PLEASE INCLUDE ALL BELOW ON ALL CORRESPONDENCE)

- (a) Ms Laure Briegne, Contracting Officer: Laure.Briegne@cmre.nato.int
- (b) Ms Edlira Llazo, Contracting specialist, buyer: Edlira.Llazo@cmre.nato.int
- (c) Contracting Office: Contracting@cmre.nato.int

B Statement of Work (SOW)

1. Introduction and Background

The NATO STO Centre for Maritime Research and Experimentation (CMRE) located in La Spezia, Italy - intends to award a Basic Ordering Agreement for the provision of Metal Works and Welding Services to the Engineering Branch (EB).

2. Requirements description and Essential Eligibility Requirements

2.1 Requirements description. Metal Works and Welding Services are to be provided by an external Contractor. Contractor personnel will manufacture deck and underwater structures, small-medium to medium-large size, assembled by rivets, bolts or welded joints - following technical drawings and sketches prepared by EB/MS staff. The Contractor will be ultimately responsible for the state-of-the-art execution of the work; CMRE reserves the right to inspect said works during the course of execution at the Contractor's workshop. Other relevant definitions of the service are as follows:

- a) Type of metal works and welded materials: Steel, Stainless Steel, Aluminium Alloys (supplied by CMRE);
- b) Type of Welding Works:
 - Shielded Metal Arc Welding (SMAW)
 - Consumable Electrode (111) on Steel and Stainless Steel plates (up to Vertical Ascending)
 - Metal Inert Gas Welding (MIG)
 - Continuous consumable electrode (131) on Aluminium Alloys (butt (BW) and fillet (FW) weld)
 - Metal Active Gas Welding (MAG)
 - Continuous consumable electrode (136) on Steel (butt (BW) and fillet (FW) weld)
 - Tungsten Inert Gas Welding (TIG):
 - Non consumable electrode (141) on Stainless Steel plates and pipes, Aluminium Alloys (butt (BW) and fillet (FW) weld)
- c) Other Works: CNC (laser or water jet) cutting of:
 - metal/plastic/rubber/copper/brass
 - maximum thickness 120mm (Steel, Stainless Steel), 150mm (Aluminium Alloys)
- d) Special Manufacturing Instructions: to be agreed upon with the Contractor from time to time.

2.2 Essential Eligibility Requirements. Firms must meet the following eligibility requirements:

- a) Welder Certification: Welders performing the Services covered by this SOW must be Certified in accordance with UNI EN ISO 9606-1:2017, UNI EN ISO 9606-2:2006 and IACS UR W32 Rev.1 Sep 2020 .
- b) Required qualifications: The Contractor must be qualified in accordance with ISO 9001:2015, Quality management systems requirements.
- c) Skills: to fulfill specific CMRE operational needs, the Contractor could be requested to provide his services through skilled and trained Personnel, possessing the ability to undertake welding

and other metal works, with minimum guidance and supervision from CMRE Staff; sub-contracting is not allowed.

- d) Language: The working language is Italian, but the Contractor should possess the ability to express himself/herself in English up to an elementary level.
- e) Eligibility: Contractor personnel proposed must be citizen(s) of a NATO member nation.

3. Place of Performance

The Contractor will perform works and service at his own premises and facilities. Delivery of manufactured items will be FOB EB Workshop (B26) at CMRE, La Spezia - Italy.

4. Ordering/ Request for services

Services will be provided by the Contractor upon CMRE's request, through the issuance of separate task order(s)/contract(s) that will indicate the task(s) to be performed, possible deliverables, and the estimated number of work hours to perform such activities, using the hourly rates, terms and conditions agreed in the BOA.

5. Contracting Officer Representative

After contract award, the Contracting Officer may designate a Contracting Officer Representative (COR) to assist in the administration of this contract. In this event, the Contractor will receive a copy of the written designation, that will specify the extent of the COR's authority to act on behalf of the Contracting Officer.

CORs are not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract. As part of his/her duties, the COR will ensure proper liaison and coordination with the Contractor through direct communication, to ensure correct performance of services, in accordance with the tasking(s) assigned. The COR will also be responsible to monitor Contractor's performance and report to the Contracting Officer accordingly. The COR may also be delegated invoice approving authority.

6. Ordering and/or Receiving Officers

After contract award, the Contracting Officer may designate Ordering and/or Receiving Officers to execute task orders and receive/accept the services. In this event, the Contractor will receive a copy of the written designation.

The authority of an ordering officer is limited to placement of task orders for pre-priced contract line items. Ordering Officers are not authorized to make any commitments or changes to the basic contract or task orders.

7. Permits and Responsibilities

The Contractor shall, without additional expense to NATO, be responsible for obtaining any necessary licenses and permits, and for complying with any applicable laws, codes, and regulations applicable to the performance of the work. The Contractor shall also take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor shall be responsible for all damages to persons or property that occurs as a result of the Contractor's fault or negligence. The Contractor shall also be responsible for all materials delivered and work performed

until completion and acceptance of the entire work, except for any completed unit of work that may have been accepted under the contract.

8. Estimated quantities

The annual estimated quantities shown in “Schedule of Prices” are provided to bidders for information only to aid them in the preparation of their bid. These estimates are not representative that the amounts will be required or ordered, or that conditions affecting the requirement will be stable or normal.

End of SOW

Proposal Content / Checklist

PROPOSAL CONTENT / CHECKLIST

Table of Contents:

- ☐ Bidder's name, address, POC, Contact numbers, email address.
- ☐ Compliance Statement.
- ☐ Past Performance (including References).
- ☐ Technical Proposal.
- ☐ Financial Proposal.
- ☐ Compliance matrix (See Annex 5).

Annex 2: Compliance Statement

Compliance Statement

COMPLIANCE STATEMENT TO RFP CMRE-25-002

It is hereby stated that our company has read and understood all documentation issued as part of **RFP CMRE-25-002**. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of **RFP CMRE-25-002** and the intended contract with the following exception(s); such exemptions are considered non-substantial to the STO-CMRE solicitation provisions issued.

Clause	Description of Minor Deviation

Company: _____ Signature: _____

Name & Title: _____ Date: _____

Company Bid Reference: _____

Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the RFP and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details, provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non-substantial deviations may be accepted. Substantial changes shall be considered non-responsive.

Annex 3: Past performance Information Form

PAST PERFORMANCE INFORMATION FORM

(Company is required to submit a minimum of **one** – references may be submitted in lieu of past performance).

Contracting Entity:

Contract No:

1. Type of Contract (Firm Fixed Price, Requirements):
2. Title of Contract:
3. Description of Work Performance and Relevance to Current Acquisition :
4. Contract Euro Amount:
5. Period of Performance:
6. Name, Address, Fax and Telephone No. of Reference:
7. Indicate Whether Reference Acted as Prime or Sub-contractor:
8. Comments regarding compliance with contract terms and conditions:
9. Complete Contact Information for client:
10. Permission to contact client for reference: Yes/ No

Name/Signature of Authorized Company Official_____

This Enclosure is designed to assist the respective company provide STO-CMRE with all necessary documents/information required. For clarification, please refer to Bidding Instructions of the subject solicitation.

Annex 4: Price Proposal

PRICE PROPOSAL

1. Bidders shall provide an all-inclusive, firm fixed price (FFP) bid, fully loaded (G&A, O/H, etc.) for the items listed in the below by filling out "Price", "Sub-Totals" and "Total" columns/boxes. Partial bidding is not allowed.

2. The prices shall be tax and duty free.

3. The prices shall be expressed in Euro.

Item	Equipment	Unit of Measure	Annual Estimated Qty	Price	Sub-Totals
1	Metal Works (para. 2 of SOW)	Hours	2400		
2	CNC Cutting (para. 2.1-c of SOW)	Hours	130		
				Total	

Authorizing Company Official:

Printed Name: _____

Position: _____

Authorizing Company (Signature): _____

Title: _____

Date: _____

Annex 5: Compliance Matrix

COMPLIANCE MATRIX

Compliance Matrix to STATEMENT OF WORK

Contractor technical proposal will be assessed based on criteria mentioned in the following table. STO-CMRE reserves the right to conduct technical discussions with contractor. Ultimately, companies shall clearly demonstrate by providing unequivocal explanation to where and how it meets the criteria set forth in this solicitation. The Contractor must demonstrate their experience and expertise in the subject matter, in which will be graded in accordance with the Grading Matrix.

No	ITEM	COMPLIANT/ NOT COMPLIANT	Bidders Statement of Compliance – Bidder shall specifically reference the information within the proposal (page/paragraph) that demonstrates compliance with the criteria
1	Welder Certification (para. 2.2, a of SOW)		
2	ISO 9001:2015 (para. 2.2, b of SOW)		
3	Contractor must show their ability to undertake welding works for the construction of deck and underwater structures (para. 2.2, c of SOW)		
4	Self-declaration or previous experience in performance of activities required at para. 2.2, c of SOW		
5	Languages ability (para. 2.2, d of SOW)		
6	Eligibility criteria (para. 2.2, e of SOW)		

End of RFP