

Request For Proposal

RFP CMRE-26-007

Office Interior Painting / Tinteggiatura Interna Uffici

Bidding Instructions

Friday, 08 May 2026

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Part I Bidding Instructions

1 General

1. This request for proposals (RFP) intends to solicit bids for the painting of selected office space of the NATO STO CMRE located in La Spezia, Italy. The objective of this project is to refresh and improve the appearance of the office interior through professional painting services.
2. This solicitation is expected to result into a Firm Fixed Price services type contract in accordance with the Science and Technology Organization - Centre for Maritime Research and Experimentation (STO-CMRE) Terms and conditions; Contract award is contingent upon funding availability; Partial bidding is not allowed.
3. STO-CMRE Standards Terms and Conditions dated May 2026 are applicable to this procurement and can be located on the CMRE website at www.cmre.nato.int/general-information under General Information.

2 Classification

This Request For Proposal (RFP), as well as the prospective resulting contract - are NATO UNCLASSIFIED documents.

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" (CO) shall refer to the bidding entity to whom the contract is awarded.
- d. The term "Contracting Officer" designates the official who executes this RFP and will administer the resulting contract on behalf of STO-CMRE
- e. "Contracting Officer`s Technical Representative" or "COTR" is the official who is appointed for the purpose of assisting the CO in determining the technical compliance of the successful bid, per the technical specifications. The COTR will also assist the CO in the technical management and day-to-day supervision of the resulting contract.
- 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 the required prior experience and past performance including size, cost and scope.
4. All proposed 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: The works must start no later than 15 calendar days from date of contract award and must be completed no later than 60 calendar days from date of contract award.

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 of the Solicitation

1. 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.
2. 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 Prospective Bidders' Requests for Clarifications

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: not-applicable
3. Bidders' site visit (if applicable): **mandatory** site visit shall take place on **20 May 2026 at 10:00 hrs local time**. Firms interested to submit a proposal must confirm their participation no later than **18 May 2026, 10:00 hrs local time**.
The Prospective Bidders are urged and expected to inspect the site where the works are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable.
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

1. Bids shall be submitted by **09.00 hours, local time, 3 June 2026**. Bids received after the stated date and time, will not be considered.
2. Send bids via e-mail as an Adobe® .pdf file to: Contracting@cmre.nato.int

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

10 Bid Validity

Bids shall remain valid for a period of ninety days (90) 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. If the Bidder declines to extend the validity period, STO-CMRE may treat the bid as withdrawn.

11 Content of Proposals

The entire proposal shall be split in 2 packages:

- a. The Financial proposal containing :
 1. Price Proposal (schedule of prices Annex 4 for Price proposal).
 2. Price breakdown (labour/materials/other).

- b. Admin and Technical proposal containing:
 1. The bidder's full name, address, point of contacts, telephone, and a short presentation;
 2. Past performance (See Annex 3): Bidders shall cite at least one past performance based on contracts held within the last five years that are of similar size and scope, financial magnitude and complexity to the tasks, activities, and deliverables detailed in the SOW.
 3. Confirmation that materials match the specified palette and quality (See para. 3 of SOW) – or are equivalent.
 4. Confirmation of inclusion of: surface preparation, protection/masking, minor repairs, clean-up and disposal.
 5. Proposed work plan and schedule (start date (i.e. T0+ from date of contract award), duration, working hours; include any assumptions).
 6. Compliance statement (See Annex 2)
 7. Compliance matrix (See Annex 5).
 8. Acceptance of STO-CMRE General Terms and Conditions (See Annex 6)

12 Proposal Submission

- a. Proposals shall be submitted electronically in two separate PDF documents; One containing the Admin/Technical Proposal and one containing the Financial Proposal, to: Contracting@cmre.nato.int and cc Registry@cmre.nato.int
- b. Email subject shall include the solicitation information along with company name (for example: RFP CMRE-26-007_Tech_ABC Inc. / RFP CMRE-26-007_FIN_ABC Inc.). Allow sufficient time in your submission should you encounter email size challenges or else.
- c. Price proposals shall be in EURO (€) currency.
- d. Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- e. No oral bids or oral modifications or telephonic bids will be considered.

- f. It is the ultimate responsibility of a prospective bidder to ensure that all proposal submissions are reviewed for compliance in order to meet the RFP required technical, contractual and administrative specifications.

13 Late Proposals

- a. It is solely the bidder's responsibility 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 via email addressed 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 will be considered:
 - 1. Successful administrative submission of bid packages as requested paragraph 11, as listed in this RFP.
 - 2. Successful determination of Technical Compliance. An offer will be considered technically compliant if it clearly confirms, at a minimum, the following:
 - Full acceptance of the Scope of Work (surface preparation, primer where required, two coats, final clean-up).
 - Coverage of all required areas: Building B (approx. 3,500 m²), Ground/First/Second floors, including 69 offices, 5 corridors, and one staircase.
 - Materials/paint: use of the specified paint products and colour codes, or submission of equivalent products with an explicit equivalency statement.
 - 3. Acceptance of STO-CMRE General Terms and Conditions.

16 Proposal Clarifications

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

17 Award

- a. STO-CMRE intends to award a firm fixed price contract to the Bidder whose proposal represents the Lowest Priced Technically Compliant offer to NATO.
- b. STO-CMRE reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this RFP.

18 Communications

All communication related to this RFP, between a prospective bidder and STO-CMRE shall only be through the 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) Contracting Office: Contracting@cmre.nato.int

Proposal Content / Checklist

PROPOSAL CONTENT / CHECKLIST

Table of Contents:

- Price Proposal (Annex 4)
- Price breakdown
- Bidder's name, address, POC, Contact numbers, email address.
- Past Performance (including References) (Annex 3).
- Proposed work plan and schedule.
- Compliance Statement (Annex 2).
- Compliance matrix (See Annex 5).
- Acceptance of STO-CMRE General Terms and Conditions (See Annex 6).

Compliance Statement

COMPLIANCE STATEMENT TO SEALED BID RFP CMRE-26-007

It is hereby stated that our company has read and understood all documentation issued as part of **RFP CMRE-26-007**. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of **RFP CMRE-26-007** and the intended contract with the following exception(s); such exemptions are considered by the Bidder 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.

PAST PERFORMANCE INFORMATION FORM

Company is required to submit minimum of one (1) past performance reference:

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 RFP:
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 in order to provide STO-CMRE with all necessary documents/information required. For clarification, please refer to Bidding Instructions in part 1 of subject solicitation.

PRICE PROPOSAL

1. Bidders shall provide an all-inclusive, lump-sum Firm Fixed Price (FFP) by filling out the "Total Price" box in the Schedule of Supplies and Prices. In addition, bidders shall submit a price breakdown (labour/materials/other). The format and level of detail of the breakdown are at the bidder's discretion.
2. The prices shall be tax and duty free.
3. The prices shall be expressed in Euro.

Schedule of supplies and prices

No	Description/Deliverables	Unit of Issue	Total Price (in €)
1	Total Firm-Fixed-Price for the entire project: Office Interior Painting/ Prezzo a corpo per l'intero progetto: Tinteggiatura Interna Uffici.	Lump-sum/ prezzo a corpo	

Authorizing Company Official:

Printed Name: _____

Position: _____

Authorizing Company (Signature): _____

Title: _____

Date: _____

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.

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	Personnel required to execute the on-site works under this contract must be citizens of a NATO member nation		
2	Past Performance (including References)		
3	Full acceptance of the Scope of Work (surface preparation, primer where required, two coats, final clean-up).		
4	Coverage of all required areas: Building B (approx. 3,500 m ²), Ground/First/Second floors, including 69 offices, 5 corridors, and one staircase.		
5	Materials/paint: use of the specified paint products and colour codes, or submission of equivalent products with an explicit equivalency statement.		
6	Acceptance of STO-CMRE General Terms and Conditions.		

COMPREHENSION AND ACCEPTANCE OF THE GENERAL TERMS AND CONDITIONS

The Bidder hereby certifies that he has reviewed the STO-CMRE Standards Terms and Conditions dated May 2026, which are applicable to this procurement and located on the CMRE website at <https://www.cmre.nato.int/general-information> under General Information.

The Bidder additionally certifies that the offer submitted is without prejudice, qualification or exception to any of the Terms and Conditions and he will accept and abide by the stated Terms and Conditions if awarded the contract as a result of this Invitation for Proposal.

.....
Date

.....
Signature of Authorised Representative

.....
Printed Name and Title

.....
Company

Part II Statement of Works

1. Introduction

This Statement of Work (SOW) defines the scope, deliverables, schedule, and responsibilities for the painting of the office space of the NATO CMRE located in La Spezia, Italy. The objective of this project is to refresh and improve the appearance of the office interior through professional painting services.

2. Scope of Work

The contractor will provide all labor, supervision, tools, equipment, and materials necessary to complete the painting work of Building B totalizing approximately 3500 square meters divided in ground floor, first floor and second floor including 69 offices, 5 corridors and a staircase as described below:

2.1 Surface Preparation

- Inspect walls, ceilings, and trim for damage or imperfections.
- Repair minor cracks, nail holes, and surface defects.
- Clean surfaces to remove dust, grease, or debris.
- Sand and prime surfaces where necessary.
- Protect floors, furniture, fixtures, and equipment with coverings or masking materials.
- Move lightweight furniture pieces and decorative items on the walls when needed

2.2 Painting Work

The contractor will perform the following painting services:

- Interior walls
- Ceilings
- Doors and door frames
- Baseboards and trim
- Columns or architectural elements (if applicable)

All painting will include:

- Primer application where required.
- Two coats of paint for uniform coverage.
- Use of commercial-grade interior paint approved by CMRE.

2.3 Cleanup

- Remove protective coverings.
- Dispose of waste materials and paint debris.
- Leave the workspace clean and ready for use.

3. Materials

3.1 The contractor will supply materials including but not limited to:

- Interior wall paint
- Primer
- Fillers and patching materials
- Drop cloths, masking tape, and protective coverings

3.2 Paint Brand/Type / Color Codes:

Some areas have been painted already as trials; supplier is requested to provide the same quality with same product or equivalent. Palette chosen is:

- Light Grey CAPATEX SATIN CAPAROL LAGO 30
- Dark Grey CAPATEX SATIN CAPAROL LAGO 25
- Light Blue CAPATEX SATIN CAPAROL LAGO 105
- Dark Blue CAPATEX SATIN CAPAROL LAGO 100
- White CAPAWISE

4. Deliverables

The contractor will deliver:

- Fully painted and finished interior office surfaces.
- Even, consistent color coverage with no visible defects.
- Final walkthrough inspection with the client.
- Completion of all work within the agreed schedule.

5. Roles and Responsibilities

Contractor Responsibilities

- Provide skilled painters and supervision.
- Follow safety regulations and workplace standards.
- Complete work according to quality standards and timeline.
- Protect client property and maintain a clean work area.

CMRE Responsibilities

- Provide access to the office areas during agreed working hours.
- Remove sensitive equipment or personal items if required.
- Approve paint colors and finishes prior to project start.

6. Quality Standards

- Paint application must be uniform with no streaks, drips, or patchy areas.
- All repaired surfaces must be smooth and properly finished.
- Final work must meet standard professional commercial painting practices.

End of RFP