



SCIENCE & TECHNOLOGY ORGANIZATION
CENTRE FOR MARITIME RESEARCH AND EXPERIMENTATION

ORGANISATION POUR LA SCIENCE ET LA TECHNOLOGIE
CENTRE DE RECHERCHE ET D'EXPÉRIMENTATION MARITIME

Request For Quotation

RFQ CMRE-26-008

**Development of Personal Data Protection Assurance
Package**

Bidding Instructions

Thursday, 04 June 2026

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Part I Bidding Instructions

1 General

1. This request for quotation (RFQ) intends to solicit bids for the engagement of a personal data protection specialist to develop a reusable assurance package for the Centre for Maritime Research and Experimentation (CMRE) located in La Spezia, Italy. The package will support data sharing and collaboration with EU universities, research institutes, and other EU entities by demonstrating that CMRE applies a personal data protection framework grounded in NATO policy and designed to provide protections substantively equivalent in outcome to core General Data Protection Regulation (GDPR) protections.
2. This solicitation is expected to result into a Firm Fixed Price contract in accordance with the Science and Technology Organization - Centre for Maritime Research and Experimentation (STO-CMRE) Terms and conditions which can be found on the CMRE website at www.cmre.nato.int/general-information under General Information.
3. Contract award is contingent upon the availability of funding. The work shall be divided into two phases: CMRE intends to award Phase 1 in Q3/26, while award of Phase 2 will be a subsequent unilateral optional decision to be made by CMRE approximately within 2 weeks from completion of phase 1. However, bidders are required to bid on both phases; partial bidding is not allowed.
4. This Request For Quotation (RFQ), 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 RFQ.
- b. The term "Bidder" shall refer to the bidding entity that has completed a bid in response to this RFQ.
- 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 RFQ 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 RFQ shall, unless otherwise stated, be interpreted as meaning calendar days.

4 Eligibility

This RFQ 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 RFQ.

5 Duration of the Contract

1. The contract awarded shall be effective upon date of award.
2. Period of Performance: Phase 1: five weeks from kick-off meeting; Phase 2 (if awarded) four weeks from date of 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 RFQ 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 RFQ 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 RFQ, 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): 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 RFQ. Oral Interpretations shall not be binding.

9 Bid Closing Date

1. Bids shall be submitted by **09.00 hours, local time, 1 July 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 RFQ.

10 Bid Validity

Bids shall remain valid for a period of sixty days (60) from the applicable closing date set forth within this RFQ. 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 Quotations

The entire quotation shall be split in 2 packages:

- a. The Financial quotation containing :
 1. Price Quotation (schedule of prices Annex 4 for Price quotation).

- b. Admin and Technical quotation containing:
 1. The bidder's full name, address, point of contacts, telephone, and a short presentation;
 2. Bidders are to provide a minimum of three past performance citation (Annex 3) to show that they have successfully completed work similar to or directly traceable to the requirements outlined in this PWS.
 3. Bidders shall provide documentary evidence demonstrating compliance with all requirements specified at para. 9 Statement of Work (SOW) pg. 16 of this RFQ–submittals: Past Performance and personnel qualifications and experience/ curriculum vitae.
 4. Compliance statement (See Annex 2)
 5. Compliance matrix (See Annex 5).
 6. Acceptance of STO-CMRE General Terms and Conditions (See Annex 6)

12 Quotation Submission

- a. Quotations shall be submitted electronically in two separate PDF documents; One containing the Admin/Technical Quotation and one containing the Financial Quotation, to: Contracting@cmre.nato.int
- b. Email subject shall include the solicitation information along with company name (for example: RFQ CMRE-26-008_Tech_ABC Inc. / RFQ CMRE-26-008_FIN_ABC Inc.). Allow sufficient time in your submission should you encounter email size challenges or else.
- c. Price quotations 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 quotation submissions are reviewed for compliance in order to meet the RFQ required technical, contractual and administrative specifications.

13 Late Quotations

- a. It is solely the bidder's responsibility to ensure that the quotation reaches STO-CMRE prior to the established closing date and time. Only if it can be unequivocally demonstrated that the late arrival of the quotation 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 Quotation Withdrawal

A bidder may withdraw their quotation 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 Quotation Evaluation

- a. The evaluation of quotations 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 RFQ.
- b. STO-CMRE is not responsible for any content that is not clearly identified in any quotation package.
- c. Quotations shall be evaluated and awarded based upon the **lowest price, technically compliant offer**. The lowest price will be identified by considering the price of both phases (Total = Phase 1 + Phase 2).
- d. The following factors will be considered:
 1. Successful administrative submission of bid packages as requested paragraph 11, as listed in this RFQ.
 2. Successful determination of Technical Compliance. An offer will be considered technically compliant if it clearly confirms, at a minimum, the following:
 - 2.1 Past performance (See Annex 3): Bidders shall cite at least three 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.
 - 2.2 Documented evidence compliance with all requirements specified at para. 9 Statement of Work (SOW).
 3. Acceptance of STO-CMRE General Terms and Conditions.

16 Quotation 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 quotation represents the Lowest Priced Technically Compliant offer to NATO. The lowest price will be identified by considering the price of both phases (Total=Phase 1 + Phase 2). Phase 2 is optional. CMRE reserves the right to procure Phase 2, subject to the availability of sufficient funds within approximately 2 weeks from completion of phase 1.
- b. STO-CMRE reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this RFQ.

18 Communications

All communication related to this RFQ, 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 RFQ. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

19 Points of Contact

- (a) Contracting Office: Contracting@cmre.nato.int

Quotation Content / Checklist

QUOTATION CONTENT / CHECKLIST

Table of Contents:

- Price Quotation (Annex 4)
- Bidder's name, address, POC, Contact numbers, email address.
- Past Performance (including References) (Annex 3).
- Evidence of personnel qualifications and experience.
- 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 RFQ CMRE-26-008

It is hereby stated that our company has read and understood all documentation issued as part of **RFQ CMRE-26-008**. Our company quotation submitted in response to the referenced solicitation is fully compliant with the provisions of **RFQ CMRE-26-008** 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 quotation must be based on full compliance with the terms, conditions and requirements of the RFQ 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 three (3) 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 RFQ:
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.

Annex 4: Price Quotation

PRICE QUOTATION

1. Bidders shall provide an all-inclusive, lump-sum Firm Fixed Price (FFP) by filling out the “Total Price” boxes in the Schedule of Supplies and Prices (Phase 1, Phase 2 and Total). Partial bidding is not allowed.
2. The prices shall be tax and duty free.
3. The prices shall be expressed in Euro.
4. CMRE reserves the right to procure Phase 2, subject to the availability of sufficient funds. The price for Phase 2 will be considered in determining the lowest-priced quote.

Schedule of supplies and prices

No	Description/Deliverables	Unit of Issue	Total Price (in €)
1	Phase 1: Policy Equivalence Matrix; Gap Analysis and Framework Note; Validation Workshop (as described at para. 6 of SOW)	Lump-sum	
2	Phase 2 (optional): Standard Assurance Letter; Data Sharing / Data Processing Addendum; Transfer and Risk Assessment Template; Counterparty FAQ (as described at para. 7 of SOW)	Lump-sum	
Total (Phase 1 + Phase 2)			

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 quotation 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 quotation (page/paragraph) that demonstrates compliance with the criteria.
1	Personnel required to execute the works under this contract must be citizens of a NATO member nation		
2	Past Performance (including References)		
3	Evidence of personnel qualifications and experience		
4	Acceptance of STO-CMRE General Terms and Conditions		

Annex 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 Quotation.

.....

Date

.....

Signature of Authorised Representative

.....

Printed Name and Title

.....

Company

Part II Statement of Works

1. Purpose

This SOW defines the scope, deliverables, approach, governance, and acceptance criteria for engaging a personal data protection specialist to develop a reusable assurance package for the Centre for Maritime Research and Experimentation (CMRE), an Executive Body of NATO's Science and Technology Organization.

The package will support data sharing and collaboration with EU universities, research institutes, and other EU entities by demonstrating that CMRE applies a personal data protection framework grounded in NATO policy and designed to provide protections substantively equivalent in outcome to core General Data Protection Regulation (GDPR) protections. The package shall not state or imply that CMRE is directly subject to, or compliant with, the GDPR.

The work shall be delivered in two phases. CMRE intends to award Phase 1 only. Phase 2 is an option, exercisable solely at CMRE's discretion (subject to satisfactory Phase 1 completion, continued need, funding, and internal approvals). Nothing in this SOW obliges CMRE to exercise Phase 2.

This work shall be based on the NATO Personal Data Protection Framework Policy ("NATO PDP Framework Policy"), including requirements for risk-based processing, documentation, Personal Data Protection Officer (PDPO) functions, impact assessments where required, data subject rights, and controls on transfers to third parties through equivalent protections, formal adherence, or transfer agreements.

2. Background

The NATO PDP Framework Policy applies to all NATO bodies and to all personal data processed by or on behalf of NATO bodies, regardless of format or location, subject to stated restrictions and exclusions. It permits transfers to third parties where the third party (i) is subject to rules providing at least substantively equivalent protections, (ii) formally agrees to follow the NATO policy, or (iii) signs a transfer agreement prior to transfer.

In practice, EU academic and research partners may ask CMRE to confirm GDPR compliance. As CMRE operates under the NATO framework rather than the GDPR, CMRE requires a standard set of legal, policy, and operational materials that accurately explain CMRE's status and provide structured assurance to counterparties.

3. Objectives

The contractor shall produce a practical package that enables CMRE to:

- Explain clearly why CMRE cannot self-certify GDPR compliance as an EU-regulated entity.
- Demonstrate, with evidence and structure, that CMRE applies safeguards substantively equivalent in outcome to core GDPR protections.

- Use standard language and templates for repeated engagements with EU universities and research bodies.
- Support case-by-case review of new data-sharing arrangements through a transfer and risk assessment method aligned to NATO policy.
- Reduce negotiation time, inconsistency, and legal uncertainty in recurring collaborations.

4. Scope of Work

The contractor shall review the NATO PDP Framework Policy and relevant CMRE directives, notices, procedures, templates, and operational practices provided by CMRE. The contractor shall draft and deliver the materials described in this SOW, ensuring internal consistency and alignment with the NATO framework.

The work includes legal/policy analysis, document drafting, structured consultation with CMRE stakeholders, and up to two revision rounds per principal deliverable.

Out of scope: litigation support, representation, formal external legal opinions, or any statement that CMRE is directly subject to the GDPR unless separately instructed and legally supported.

5. Requirement

5.1 Phase 1

Phase 1 establishes the analysis and drafting foundation and produces outputs sufficient for CMRE to decide whether to procure Phase 2.

5.2 Phase 2 (optional):

Phase 2 is an option exercisable only by written notice from CMRE within the period stated in the contract. Phase 2 builds on the validated Phase 1 framework and converts it into reusable templates.

6. Deliverables for Phase 1

6.1 Policy Equivalence Matrix

The contractor shall produce a detailed matrix mapping the NATO PDP Framework Policy to GDPR-style concepts commonly requested by EU counterparties. At minimum, it shall cover: scope; governance; basis for processing; transparency; purpose limitation; data minimisation; access controls; retention; accuracy; accountability; security; privacy by design/default; special categories; incident/breach handling; data subject rights; dispute resolution; onward transfers; and documentation.

For each topic, the matrix shall identify:

- relevant NATO policy provision(s);
- corresponding GDPR principle/right/obligation (as a reference point);
- degree of substantive alignment;
- key similarities and differences;
- operational implications for CMRE;
- recommended explanatory language for EU counterparties.

The matrix shall be usable as both an internal reference and as the analytical basis for Phase 2

6.2 Gap Analysis and Framework Note

The contractor shall produce a short note that:

- summarises key findings from the mapping;
- identifies any operational or documentary gaps relevant to current CMRE practices;
- recommends the structure, messages, and assumptions for the external assurance package;
- addresses common collaboration scenarios and how “equivalence” language should be used.

7. Deliverables for Phase 2 (if exercised)

7.1 Standard Assurance Letter

A reusable assurance letter for EU universities/research bodies that:

- explains CMRE’s status as a NATO body;
- states CMRE does not represent itself as directly subject to the GDPR;
- explains the NATO PDP Framework Policy in plain language;
- states CMRE applies safeguards intended to be substantively equivalent in outcome for the relevant processing.

The letter shall include modular sections for different collaboration types, data categories, and role configurations (e.g., controller-to-controller, processor, or other). It shall include placeholders for safeguards, security measures, retention approach, points of contact, and references to supplementary terms.

7.2 Data Sharing / Data Processing Addendum

A modular addendum suitable for attachment to research agreements/MOUs/collaboration instruments, using terminology accurate for a NATO body while understandable to GDPR-governed institutions.

At minimum, it shall include clauses on: purpose limitation; party roles; data categories and subjects; confidentiality; technical/organizational measures; onward transfers; retention and deletion/return; support for transparency; handling data subject requests; incident/significant breach notification; audit/assurance (where appropriate); dispute handling and escalation; governing-law and privileges/immunities caveats (as instructed by CMRE); and order of precedence.

The contractor shall provide:

- a full version; and
- a lighter version for lower-risk collaborations.

7.3 Transfer and Risk Assessment Template

A practical template to document pre-engagement review of each new arrangement, reflecting the NATO policy’s risk-based approach and PDPIA requirements for special categories/high-risk processing.

Minimum content: project description; data categories; data subjects; purposes; NATO basis; counterparty profile; transfer scenario; access controls; hosting/security; retention; onward transfer limits; PDPIA need; residual risk rating; approvals; and decision record. Include brief completion instructions and a triage decision tree/checklist.

7.4 A short FAQ for external use explaining, in accessible language:

- why CMRE cannot sign a GDPR self-certification;
- what assurance CMRE can provide instead;

- CMRE's status and the NATO PDP Framework Policy;
- PDPO role, data subject rights handling, transfer governance, and project-specific safeguards.

It shall avoid overstatement of equivalence or legal effect and be suitable to circulate with the letter/addendum.

8. High-Level Methodology

1. Discovery and document review (NATO policy, CMRE materials, sample agreements, common counterparty requests).
2. Phase 1 mapping and analysis (matrix + framework note + gap identification), then validation with CMRE.
3. CMRE decision point on exercising Phase 2.
4. Phase 2 drafting (if exercised) using validated Phase 1 framework.
5. Revision and finalisation; short implementation briefing.

9. Contractor Qualifications

The contractor should demonstrate:

- a. Deep expertise in personal data protection governance, with a minimum of five (5) years of relevant professional experience, supported by past performance documentation.
- b. Experience with international organisations and/or public sector/defence environments (or similar governance complexity). Bidders should provide a project list identifying client type/sector and two (2) client references for comparable work.
- c. Experience drafting data-sharing and/or data-processing terms for research collaborations, including references for at least three (3) comparable engagements.
- d. Ability to convert legal requirements into operational templates and plain-language materials, with a minimum of three (3) years' experience. Bidders should provide examples of templates, guidance, or training materials (redacted if needed), and references demonstrating delivery and adoption.
- e. Familiarity with privacy by design/default, impact and risk assessment (e.g., DPIAs), data transfers, accountability measures, and dispute/escalation handling, with a minimum of five (5) years of practical application across these areas. Provide references to past performance mapping relevant experience to each area.
- f. Qualified personnel availability: Ability to provide key personnel with appropriate seniority, including a subject matter expert with 5+ years of relevant experience and supporting staff with demonstrated experience in privacy governance and contract drafting.

10. CMRE Responsibilities

CMRE shall:

- provide relevant internal materials and sample agreements;
- identify stakeholders (legal, PDPO, information security, records management, programme/research staff);
- review drafts within agreed timelines;

- confirm any required privileges/immunities language or mandatory NATO wording;
- decide after Phase 1 whether to exercise Phase 2.

11. Governance and Meetings

CMRE shall designate a project sponsor and a working-level lead from the PDPO function. A small steering group shall review progress at agreed milestones. The contractor shall provide: an inception note; Phase 1 analysis package; a consolidated issue log after stakeholder review; and (if Phase 2 is exercised) a final delivery note.

Recommended meetings: kick-off; discovery interviews; Phase 1 validation workshop; CMRE option decision meeting; and, if Phase 2 proceeds, a draft review workshop and final validation meeting.

Meetings will take place remotely or in person at CMRE premises, to be agreed separately at a later stage. Any costs for travel to and from CMRE, as well as lodging and subsistence, are excluded from this quote.

12. Acceptance Criteria

12.1 Phase 1

Accepted when deliverables:

- accurately reflect the NATO PDP Framework Policy and use consistent terminology;
- provide a clear mapping to GDPR-style concepts relevant to EU counterparties;
- identify material assumptions/limitations/gaps relevant to reusable templates;
- do not state/imply CMRE is directly subject to or certified under the GDPR unless expressly authorised;
- provide a robust basis for deciding on Phase 2.

12.2 Phase 2 (if exercised)

Accepted when deliverables:

- align with the validated Phase 1 framework;
- are coherent across the package (legal and operational);
- are practical for repeated use with EU counterparties;
- clearly mark configurable sections for different scenarios;
- can be used by CMRE staff with minimal redrafting.

13. Indicative Timetable (subject to document availability and review turnaround)

Element	Timing
Phase 1 kick-off and document review	Week 1
Phase 1 mapping and gap analysis	Weeks 2–3
Phase 1 framework note and validation	Weeks 4–5
CMRE option decision	Week 6
Phase 2 drafting (if exercised)	Weeks 7–8
Phase 2 review and finalisation (if exercised)	Weeks 9–10

14. Deliverables Formats

Deliverables shall be provided in editable formats (Word/Excel) plus clean PDFs. The equivalence matrix shall be delivered as a spreadsheet and embedded in a briefing note. Templates shall be provided as clean models and annotated versions explaining intended use.

15. Optional Enhancements (out of scope unless separately requested)

Examples: staff guidance notes; internal approval slide deck; negotiation playbook; adaptations for specific counterparties or project types.

16. Suggested Language

Proposals shall address: (i) the distinction between direct GDPR applicability and substantively equivalent protections under an international organisation framework; and (ii) the bidder's method for producing reusable, accurate, operational templates suitable for EU academic bodies.

17. Key Drafting Principles

All deliverables shall:

- accurately reflect CMRE's status as a NATO body
- focus on substantive equivalence, not GDPR self-certification
- clearly explain safeguards grounded in NATO policy
- be reusable across counterparties and project types

- apply proportionate controls for low/medium/high risk
- reflect CMRE constraints, including governance and privileges/immunities where relevant

18. Minimum Source Framework

Primary source: **NATO Personal Data Protection Framework Policy**, including provisions on risk-based processing, privacy by design/default, processing principles, sharing/transfers, data subject rights, dispute resolution, NATO HQ oversight, PDPO responsibilities, and PDPIA requirements.

Source: NATO Personal Data Protection Framework Policy (link https://www.nato.int/content/dam/nato/webready/documents/publications-and-reports/20240901_NATO-personal-data-protection-f.pdf).

End of RFQ