



Doing business with NSPA

PREPARED FOR
"Fit4Tenders" Conference
9 March 2016



- Brief introduction to NSPA
- NSPA Procurement
- NSPA e-Procurement
- Activities with Luxembourg
- FAQs & Tips

*... to **provide** responsive, effective and cost-efficient **acquisition**, including armaments procurement; **logistics**; operational and systems **support and services** to the Allies ... in order to maximize the ability and flexibility of their armed forces, contingents, and other relevant organizations ... to execute their core missions.*

A yellow sticky note with a red pushpin at the top left corner. The text on the note is "No profit / No loss".

No profit /
No loss

A yellow sticky note with a red pushpin at the top left corner. The text on the note is "Fully customer funded".

Fully
customer
funded



(ref. NSPO Charter April 2015)

NATO NORTH ATLANTIC COUNCIL (NAC)

NSPO AGENCY SUPERVISORY BOARD

NSPA GENERAL MANAGER

BUSINESS UNITS

CENTRAL EUROPE
PIPELINE SYSTEM
(CEPS)

NATO AIRLIFT
MANAGEMENT
(NAM)

LOGISTICS
OPERATIONS

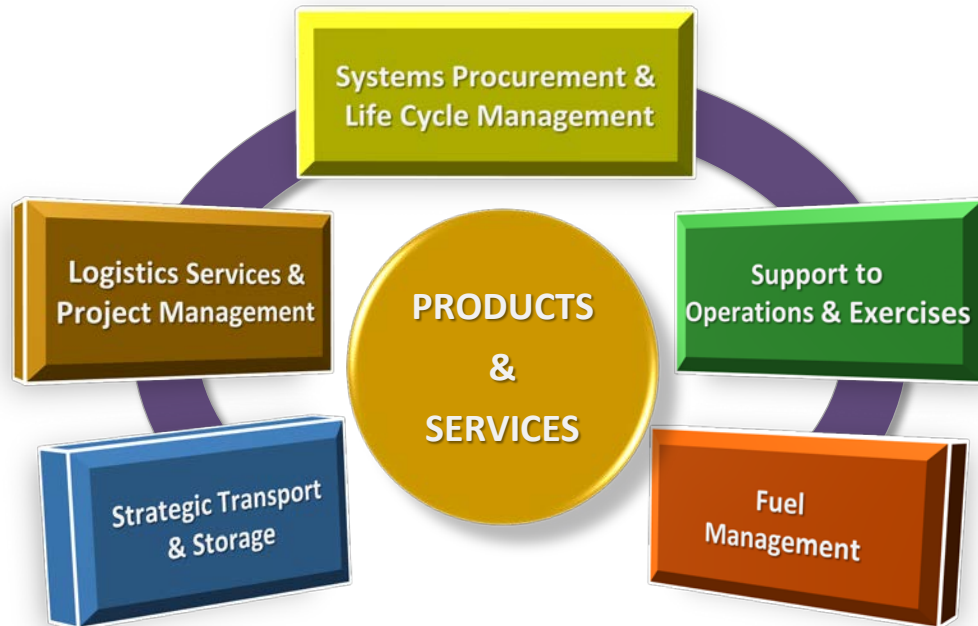


✓ 1,172 NATO International Civilians
(Approved positions)

SUPPORT
FUNCTIONS

- PROCUREMENT
- FINANCE
- HUMAN RESOURCES
- INFORMATION TECHNOLOGY

(Capabilities delivered in NSPA Products and Services)

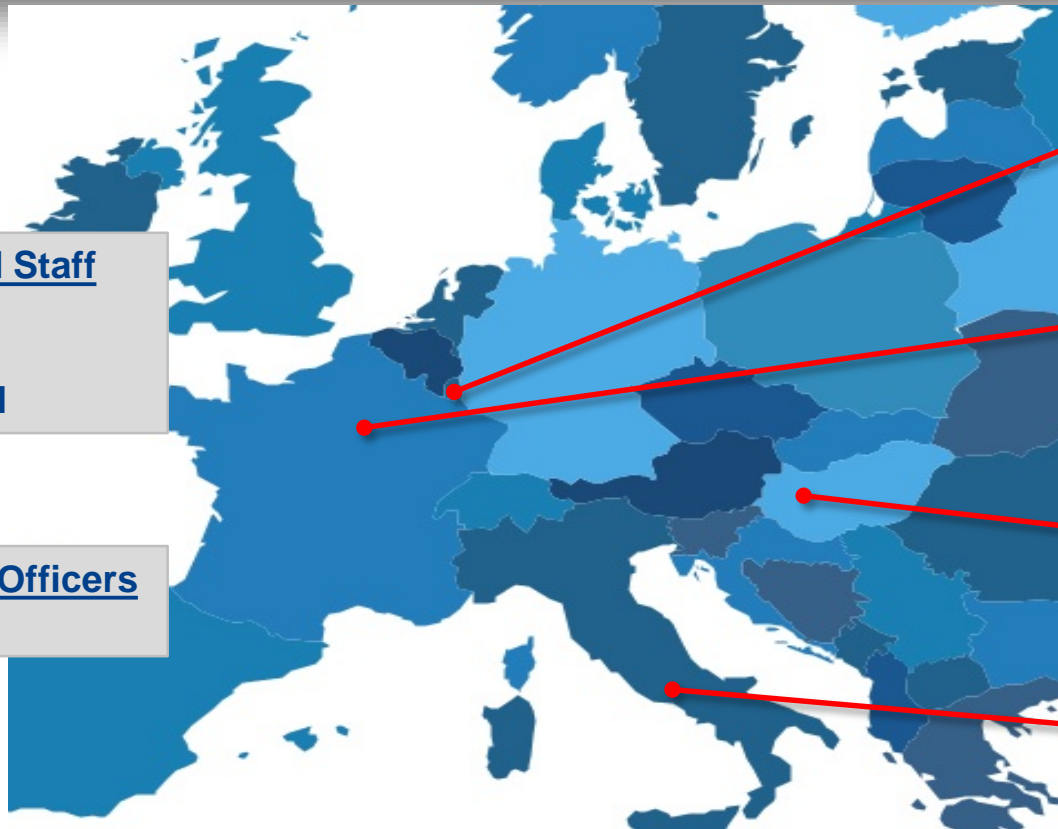


NSPA Embedded Staff

- NATO HQ
- SHAPE, JFCs
- AFGHANISTAN

Country Liaison Officers

19



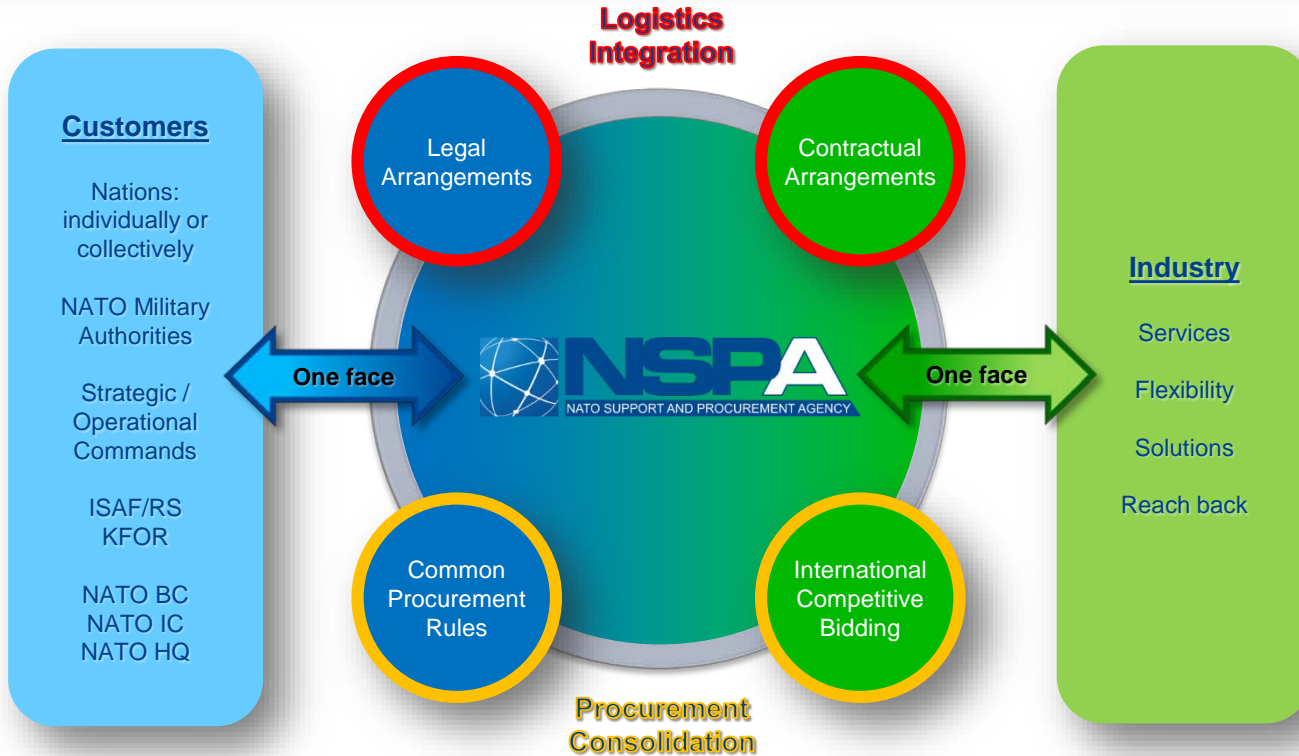
NSPA, HQ & Logistics Operations (986) Capellen, LUX

Central Europe Pipeline System (35.5) Versailles, FRA

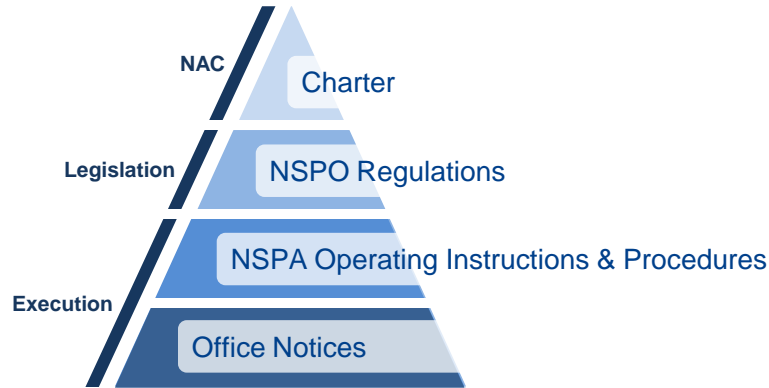
NATO Airlift Management Programme (47) Pápa, HUN

Southern Operational Centre (50) Taranto, ITA

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- NSPA governance documents



- Policy Principles: Integrity | Transparency | Equal treatment
- Objectives: Quality | Timeframe | Price
- Principles: Consolidation | Competition | “Balancing”

Integrity | Transparency | Equal treatment

- Publication upcoming requirements (FBO website/ePortal; > €82,000)
- Obligation to consult all known capable suppliers for Requirements > €82,000
- Request for Proposal published on ePortal
- Request for Proposal constitutes basis for contract
- Bid requirements: defined in tender
- Bid Evaluation Procedures and Criteria: defined in tender
- Safeguarding of Bids until official Bid Opening (late bids are not considered)
- Contract Award decision: made by Committee
- Unsuccessful Bidders informed
- Subject to internal and IBAN audits
- Competition advocate

Contract Award

- Selection of proposal: team of Procurement and Programme personnel
- Award decision: by Contract Award Committee
- Default: “Lowest price, technical compliance”
- Possible: “Best value” (however not default)
- Unsuccessful bidders informed
- Pre contract award claim (lowest priced offer is deemed technically non-compliant)

New Procurement Regulations, some changes (1/3)

- **Supplier's eligibility –**
Eligibility will be based on the following factors: legal residency, national eligibility status, present capability, financial standing and past performance. The final decision of a firm's eligibility remains with NSPA.
- **RFP complaint –**
Bidders have the possibility to submit a formal complaint if they believe that the *wording of the RFP unduly restricts competition*.
- **Acceptance of Bidders' Terms and Conditions –**
Procurement Officer may accept Bidders' T&Cs for *basic, non-complex* supplies and services at a *firm fixed price < EFL B (€20,500)*, provided that the *T&Cs do not represent undue risk for NSPA*.

New Procurement Regulations, some changes (2/3)

- **Notifications to unsuccessful bidders –**
 - Contract value > €10,250:
Standard letter stating that the proposal has not resulted in an award.
 - Contract value > €328,000:
Unsuccessful bidders will be informed of the reasons why their proposal was not accepted and the price of the winning bid will be provided.
 - Contract value > €820,000:
Rejection of the *lowest bidder* due to the *technical non-compliance*: possibility to transmit a pre-award claim (within 10 days from the non-compliance notification).

New Procurement Regulations, some changes (3/3)

- **Procedures for pre contract award claim –**
Lowest priced offer is deemed technically non-compliant.
- **Payment Terms –**
Standard payment terms are now 30 days (instead of 60).

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Two main functions:

Homepage: <https://eportal.nspa.nato.int>

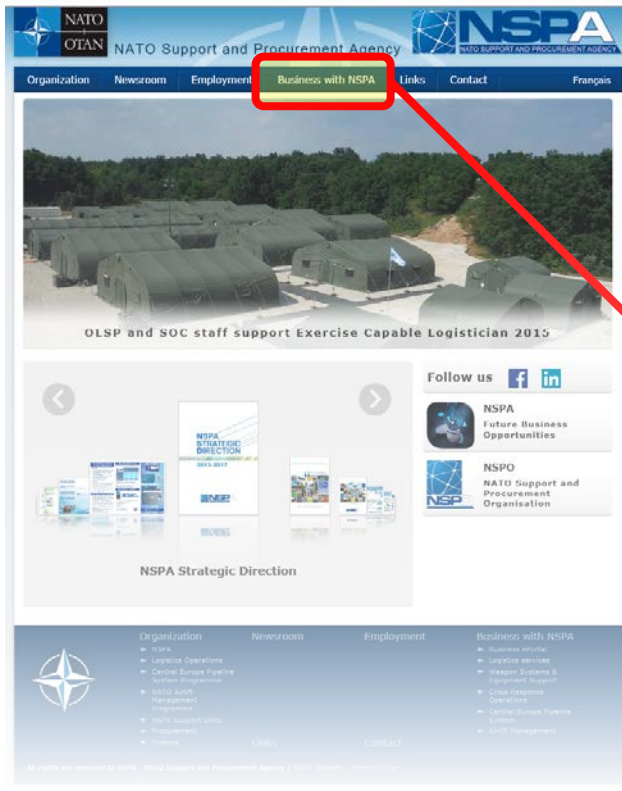
- **Procurement @ NSPA** ⇒ Serves as info hub

General Rules and Provisions, Forms, Competition Advocacy, Contracts Awarded, Bid Openings, External links (NATO online library, information on exports)

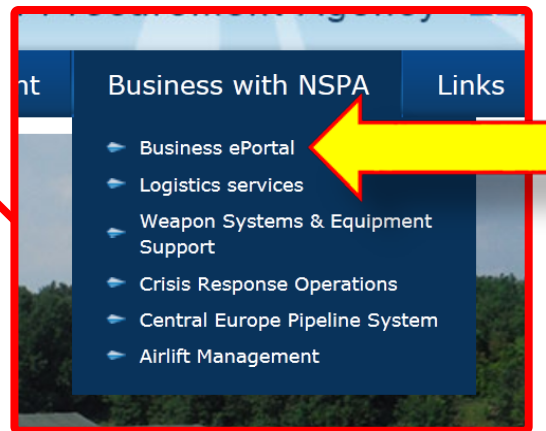
- **Business @ NSPA** ⇒ Single point of entry to e-Procurement apps

To facilitate communications and integration of business processes with vendors/suppliers

How to do business with NSPA, Supplier registration, Future Business Opportunities, Requests for Proposal, eCat1 Direct online Ordering



NSPA website
www.nspa.nato.int



NSPA APPLICATIONS PORTAL

Public Apps | Subscriber Apps | Contact

eProcurement

Connects Business Partners

Requirement | IFO/NDA | BFP | Offers | Evaluation | General Award

Public Apps

eProcurement

The NSPA portal contains a new eProcurement module which in addition to an improved eBid application also hosts Future Business Opportunities - advanced notification of future large procurement opportunities and the ability to view and bid upon both types of Intent (INDA) and Requests For Proposals (RFPs) for infrastructure projects.

NCS

Because armed forces must maintain their equipment in a state of operational readiness to ensure the sovereignty of their nations, their equipment must be supported throughout its life cycle. Armed forces must receive savings by avoiding duplication and simplifying the logistics process. As a result, NATO nations have developed a common notification system whose data is incorporated in various tools.

Subscriber Apps

ALPS

The A400M Logistic Refuel System (ALPS) is the logistic portal for electronic Helicopter Support Services for the A400M aircraft. It provides online reporting and monitoring functionalities for the management of provisioning orders of the participating states.

eCIS

eCIS is a web application that provides a secure access to information related to SAR/BSP Business Transactions occurring between NSPA and its partners.

eNADB

The electronic NATO Ammunition Data Base is a powerful ammunition detailed search tool - Technical and logistic information on ammunition used by NATO and non-NATO nations - Cross-references between Ammunition Data and Publications - Publications Library. This website is available to authorized Government and commercial entities on an annual subscription basis.

eProcurement

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PUBLIC APPS

eProcurement

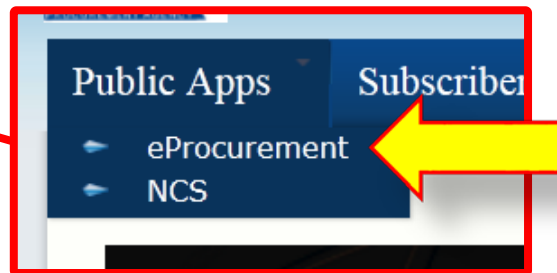
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NCS

SUBSCRIBER APPS

ALPS | eCIS | eNADB | eProcurement | GPSS | Infotub | LANDSYS | NDMISIS | NDA | NFMIS | NICE | NPMIS

ePortal



The screenshot shows the NSPA website's Procurement page. A red box highlights the Procurement menu on the right side of the page. The menu items are: Procurement, General Rules, Future Business Opportunities, Request for Proposal, Electronic Bidding - eBid, Contract Management, Contract Awards, Supplier Registration, Competition Advocacy, Forms, Bid Openings, and External links. A red arrow points from the 'Future Business Opportunities' menu item to a larger, detailed menu on the right.

WARNING TO SUPPLIERS
Occasionally, some unscrupulous organizational individuals address NSPA's suppliers, invoking the Agency's name, and solicit monetary contributions, to be paid to them (e.g. requesting payment for advertising to be made in a so-called "NSPA-sponsored" brochure).
Please be aware that NSPA does not approach customers or suppliers with sponsoring or advertising requests.
Should any supplier be approached by any individual, company or organization requesting money, sponsorship, or other favours on behalf of NSPA, they should immediately report the fact to NSPA's
For further information please contact :
Public Affairs Office

eProcurement

A detailed menu of eProcurement options, enclosed in a red border. The items are: Procurement, General Rules, Future Business Opportunities, Request for Proposal, Electronic Bidding - eBid, Contract Management, Contract Awards, Supplier Registration, Competition Advocacy, Forms, Bid Openings, and External links. Three yellow arrows with numbers point to specific items: arrow 1 points to 'Supplier Registration', arrow 2 points to 'Future Business Opportunities', and arrow 3 points to 'Request for Proposal'.

Supplier registration



The screenshot shows the NSPA website's Supplier Registration page. The page header includes the NATO and NSPA logos, the text "NATO Support and Procurement Agency", and a navigation menu with items like "Organization", "Newsroom", "Employment", "Business with NSPA", "Links", "Contact", and "Français". A breadcrumb trail shows the path: "Homepage > Organization > Procurement > Supplier Registration".

The main content area is titled "Supplier Registration" and contains the following text:

The Procurement Division uses source information to solicit bids from suppliers of goods and services. Firms located in a NSPO country and which believe their goods and/or services may be of interest to NSPA customers can apply to register in NSPA's Source File free of charge.

After receiving the application, NSPA will take the necessary steps to obtain, if required, from the appropriate authority in your firm's host country, a certification that your firm is not ineligible to participate in procurement actions initiated by the national military services of that country. Only after this certification is received can your firm be entered in our Source File.

Below the text are three links:

- ▶ See NSPO countries.
- ▶ Check our activities in NSPA's Business and in Logistics Support.
- ▶ **Apply for registration in the NSPA Source File.**

A red box highlights the third link, and a red callout box points to it with the text: "▶ Apply for registration in the NSPA Source File." On the right side of the page, there is a vertical menu with various categories, including "Procurement", "General Rules", "Future Business Opportunities", "Request for Proposal", "Electronic Bidding - eBid", "Contact Us", "Compliance", "Supplier Registration", "Competition Advocacy", "Forms", "Bid Openings", and "External links".

Supplier registration

WELCOME TO PROCUREMENT | NSPA

Supplier Registration | Registration Help

Home | Supplier Registration

Supplier Registration

Information

It is mandatory to be registered as a supplier to do business with NSPA. As a registered supplier you will be contacted for new RFPs if your registered capabilities match the requirements of the RFP. In addition you will get access to several e-Procurement applications.

When you have completed the registration process, NSPA will take the necessary steps to obtain, if required, from the appropriate authority in your firm's host country, a certification that your firm is not ineligible to participate in procurement actions initiated by the national military services of that country. Only after this certification has been received can your firm be entered into our Source File.

To register to the NSPA Source File please click on the "Continue" button and follow the instructions.

Warning to Suppliers

Occasionally, some unscrupulous organizations/individuals address NSPA's suppliers, invoking the Agency's name, and solicit monetary contributions, to be paid to them (e.g. requesting payment for advertising to be made in a so-called "NSPA-sponsored" brochure).

Please be aware that NSPA does not approach customers or suppliers with sponsoring or advertising requests.

Should any supplier be approached by any individual, company or organization requesting money, sponsorship, or other favours on behalf of NSPA, they report the fact to NSPA's Public Affairs office (pa@nspa.nato.int).

WELCOME TO PROCUREMENT | NSPA

Supplier Registration | Registration Help

Home | Supplier Registration

Supplier Registration

Corporate Data

Name*

CAGE Code

Currency*

Language*

URL

1/6

Cancel Previous Step Next Step

The screenshot shows the NSPA website's Procurement page. A red box highlights the Procurement menu on the left, which includes: Procurement, General Rules, Future Business Opportunities, Request for Proposal, Electronic Bidding - eBid, Contract Management, Contract Awards, Supplier Registration, Competition Advocacy, Forms, Bid Openings, and External links. Below the menu, there is a 'WARNING TO SUPPLIERS' section with text and a small logo.

eProcurement

A vertical menu of eProcurement categories with numbered arrows pointing to specific items:

- Procurement <
- General Rules <
- Future Business Opportunities ← 2
- Request for Proposal ← 3
- Electronic Bidding - eBid <
- Contract Management <
- Contract Awards <
- Supplier Registration ← 1
- Competition Advocacy <
- Forms <
- Bid Openings <
- External links <

Future Business Opportunities

The screenshot shows the NSPA website's 'Future Business Opportunities' page. The main heading is 'Future Business Opportunities'. Below it, a red box highlights the text: 'Future Business Opportunities (FBO) and, for NATO Infrastructure projects, Notifications of Intent (NOI)'. The text continues: 'NSPA may issue Requests for Proposals in the near future. NSPA nation about business opportunities for which'. Below this, another line of text states: 'It is mandatory that your firm is registered in the NSPA Source in order to receive Requests for Proposals.'

On the right side of the page, there is a vertical navigation menu with the following items: Procurement, General Rules, Future Business Opportunities, Request for Proposal, Electronic Bidding - eBid, Contact, Competition Advocacy, Forms, Bid Openings, and External links. A red box highlights the 'Future Business Opportunities (FBO) and,' link in this menu. A red arrow points from the highlighted text in the main content area to the highlighted link in the navigation menu.

WELCOME TO PROCUREMENT

NSPA Website
ePortal Website
Logon

[Home](#) [View FBOs](#)

View FBOs

One tip: In this new version, to display contextual menus, you have to right click!

Drag a column header here to group by that column

FBO Type	Opportunity Id	Product Name	P. Org.	Tentative RFP Date
Supply	15LDS021	SHIELD, ELECTRONIC COMPONENTS[...]	LD	01 Apr 2016
Service	15PPM008	Reverse Auction Service Provi[...]	PA	15 Oct 2015
Supply	15LBS081	Electro-Mechanical and Hydro-[...]	LB	30 Sep 2015
Supply	15LBS070	Rolling Asset Tracking	LB	30 Sep 2015
Supply	15LBS103	Rockwell Digital HA[...]	LB	28 Sep 2015
Service	15LBM026	of Brass recovered from [...]	LB	15 Sep 2015
Service	15LKM012	Provision of Fuel to ITAF in [...]	LK	15 Sep 2015
Supply	15PPS002	office chair with armrests	PA	15 Sep 2015
Supply	15PPS003	PALO ALTO Products	PA	14 Sep 2015
Service	15LMM014	Logistic support services to [...]	LM	08 Sep 2015
Supply	15LAS065	PHOENIX MOBILE WORK DOCK 40-S[...]	LA	03 Sep 2015
Supply	15LBS102	Lockers	LB	01 Sep 2015
Service	15LAM018	ITAF ILS (Rolls Royce spey en[...]	LA	01 Sep 2015
Supply	15LAS054	VXP TEST SET FOR AIRCRAFT C-1[...]	LA	01 Sep 2015
Supply	15LAS053	SOLID STATE SYNCHROPHASER FOR[...]	LA	01 Sep 2015

Row count : 135

Page 1 of 9 (135 items) 1 2 3 4 5 6 7 8 9 20

[Create Filter](#)

Column Configuration
Export
Clear

WELCOME TO PROCUREMENTeng

[NSPA Website](#) | [ePortal Website](#) | [Logon](#)

[Home](#) | [View FBOs](#) | [Details](#)

Details Published

 Please note that, even if you have expressed an interest in this potential opportunity, NSPA has no obligation to contact your firm should this FBO result in an RFP. We therefore strongly encourage you to regularly consult the RFP website and to make sure you are registered in the NSPA source file.

Future Business Opportunities Data

Opportunity Id 15LMM014	Purchasing Organisation LM - Rockets and Missiles
Product Name (English) Logistic support services to Italian Air Force 36th wing	Tentative RFP Date 08 Sep 2015
Type Service	Publication Date 05 Jun 2015

Attachments

English Version ▶ 15LMM014_e.doc (63KB)	Additional Files No File Available.
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[Back](#) | [Interested by RFP](#)

The screenshot shows the NSPA website's Procurement section. The top navigation bar includes Organization, Newsroom, Employment, Business with NSPA, Links, Contact, and Français. The main content area is titled 'Procurement' and contains several paragraphs of text, a photo of hands signing a document, and three document thumbnails. A red box highlights the 'Procurement' menu on the right side of the page, which lists various procurement processes and links.

eProcurement

A vertical menu of eProcurement options, each with a left-pointing arrow. The items are: Procurement, General Rules, Future Business Opportunities, Request for Proposal, Electronic Bidding - eBid, Contract Management, Contract Awards, Supplier Registration, Competition Advocacy, Forms, Bid Openings, and External links. Three callouts are present: a blue arrow labeled '2' points to 'Future Business Opportunities', a yellow arrow labeled '3' points to 'Request for Proposal', and a blue arrow labeled '1' points to 'Supplier Registration'.

Requests For Proposal

Organization Newsroom Employment Business with NSPA Links Contact Français

Homepage Organization Procurement Requests For Proposal

Requests For Proposal

NSPA publishes most of its Requests for Proposals (RFPs) openly on the internet. To view RFPs in that category, [click here](#).

In addition, the following RFPs will only be displayed when you log on:

- eBid (online bidding)
- RFP limited to specific purchasing groups
- RFP restricted to specific vendors

If you do not have a log on account, please [register](#).

Note 1: NSPA makes available a tool for reliable and secure delivery of bids. To use this tool you must log on.

Note 2: NSPA will only consider bids from firms which are [registered](#) in the source file with qualifications matching the requirement of the specific RFP.

Procurement
General Rules
Future Business Opportunities
Request for Proposal
Electronic Bidding - eBid
Contract Management
Contract Awards
Supplier Registration
Competition Advocacy

NSPA publishes most of its Requests for Proposals (RFPs) openly on the internet. To view RFPs in that category, [click here](#).

WELCOME TO PROCUREMENT

NSPA Website | ePortal Website | Logon

Home | View RFP

View RFP

One tip: In this new version, to display contextual menus, you have to right click!

Drag a column header here to group by that column

Coll. Nr.	RFP Title	P. Org.	Closing Date	Last Modified Date
PRE15024	Procurement of 2 Micr UAS	LM	22 Oct 2015	30 Apr 2015
SHE15005	eCat1 Contract for the Supply of AT- Spare Parts	LB	28 Sep 2015	22 Jul 2015
PIO15026	Procurement of Vehicle Spare Parts	LB	17 Sep 2015	29 Jul 2015
JBR15004	2 cubic meter mixer	LB	16 Sep 2015	23 Jul 2015
PRE15035	General Services Logistic Support	LM	15 Sep 2015	13 Jul 2015
GSC15LS153	Worldwide Commercial Air Transportation Services	PA	14 Sep 2015	04 Aug 2015
ERM15029A	Infrared Illuminators & Accessories	LB	10 Sep 2015	06 Aug 2015
MNE150053	Supply of Portable Video System and accessories	LB	10 Sep 2015	30 Jul 2015
MNE150051	Supply of Tactical Assault ladders and accessories	LB	10 Sep 2015	30 Jul 2015
MNE150049	Supply of Electric,Hydraulic & Pneumatic Systems test Equipm	LB	09 Sep 2015	30 Jul 2015
MNE150020A	Provision of FT/IR Mid/Near Infrared Spectrometer	LB	09 Sep 2015	29 Jul 2015
PRE15033	Acauisition of Automatic Bomb Scoring System	LM	08 Sep 2015	14 Jul 2015
PRE15034	General services Support Services at Trapani AFB	LM	08 Sep 2015	15 Jul 2015
MNE150017A	Supply of Batteries	LB	07 Sep 2015	04 Aug 2015
MNE150016A	Supply of Batteries	LB	07 Sep 2015	04 Aug 2015

Page 1 of 5 (67 items) 1 2 3 4 5

Create Filter

Column Configuration | Export | Clear

Portal WELCOME TO PROCUREMENT NSPA NATO SUPPORT AND PROCUREMENT AGENCY

NSPA Website ePortal Website Logon

Home View RFP Details

Details

RFP Data

Collective Number PIO15026	Purchasing Organisation LB - General and Cooperative Support Programme
RFP Title Procurement of Vehicle Spare Parts	RFP Publication Date 09 Jul 2015
RFP Type Supply	RFP Closing Date 17 Sep 2015

RFP Control Information

Email Address
procurement39@nspa.nato.int

Attachments

00. PIO15026 - Cover Sheet.pdf	(376KB)
00. PIO15026 - New Closing Date.pdf	(351KB)
01. PIO15026 - Bid Instructions.pdf	(316KB)
02. PIO15026 - List of Items.xls	(212KB)
03. PIO15026 - Terms & Conditions.pdf	(303KB)
04. Annex 1 NLSE digest contractors Version 7.pdf	(131KB)

Back Bid

This information cannot be disclosed
openly on the internet

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- FAQs & Tips

Frequently Asked Questions	Answer
How to be invited to NSPA Requests for Proposals?	Your company must be registered in NSPA's Source File
How to be registered in NSPA Source File?	Use the ePortal to register online, free of charge...
How to be informed of the upcoming competitions?	Monitor NSPA's Future Business Opportunities at the ePortal
How to be sure that the capabilities of my company are up to date?	Contact NSPA's Source File Contact details at the ePortal (source-file@nspa.nato.int)
Why have I not been invited for a RFP for which my company has capabilities to make an offer?	Most probably, the capabilities of your company are not properly registered. Contact Source File
How can I have an idea of the prices offered in the past for goods and services offered by my company?	Consult the list of contracts awarded by the Agency on the ePortal

Ensure you
are properly
registered

Check
regularly the
FBO & RFP
websites

Follow the
instructions
in the RFP
precisely

Do not assume
...;
Ask questions
during Q&A

Ask for a
solicitation
de-brief (for
"larger"
RFPs)