

# 5 STEPS OF DOING BUSINESS WITH US

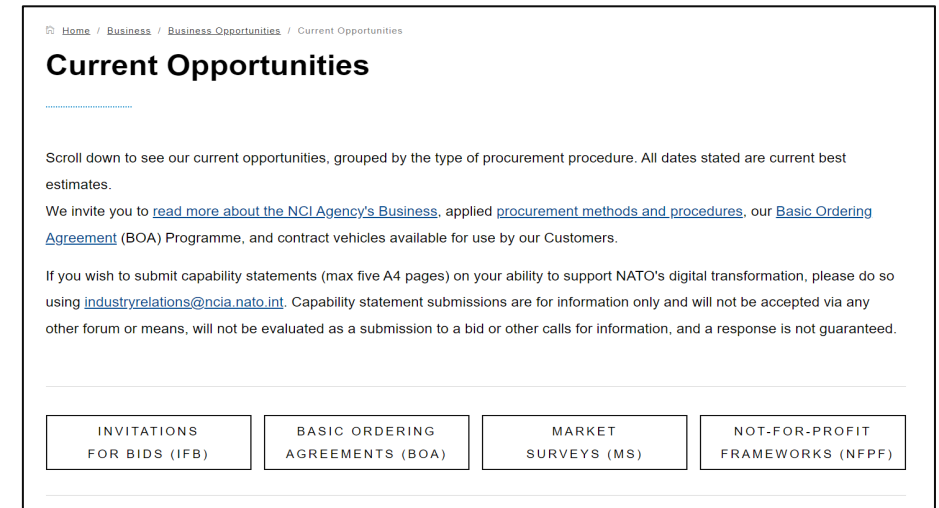
- | STEP 1: Check out our open competitions
- | STEP 2: Register for Neo eProcurement (+BOA Programme or NFPP)
- | STEP 3: Obtain a Declaration of Eligibility (DoE), if required
- | STEP 4: Prepare a competitive bid
- | STEP 5: Learn from the process and stay informed



# STEP 1: CHECK OUT OUR OPEN COMPETITIONS

## Where to find contracts: Current opportunities page

- | View all NCI Agency procurements that exceed 160,000 EUR
- | Download documents related to a given opportunity, which feature all relevant steps to participate
- | Opportunities under 160,000 EUR will be published externally following the launch of our Neo eProcurement tool in the near-term



Home / Business / Business Opportunities / Current Opportunities

### Current Opportunities

Scroll down to see our current opportunities, grouped by the type of procurement procedure. All dates stated are current best estimates.

We invite you to [read more about the NCI Agency's Business](#), applied [procurement methods and procedures](#), our [Basic Ordering Agreement](#) (BOA) Programme, and contract vehicles available for use by our Customers.

If you wish to submit capability statements (max five A4 pages) on your ability to support NATO's digital transformation, please do so using [industryrelations@ncia.nato.int](mailto:industryrelations@ncia.nato.int). Capability statement submissions are for information only and will not be accepted via any other forum or means, will not be evaluated as a submission to a bid or other calls for information, and a response is not guaranteed.

INVITATIONS FOR BIDS (IFB)	BASIC ORDERING AGREEMENTS (BOA)	MARKET SURVEYS (MS)	NOT-FOR-PROFIT FRAMEWORKS (NFPF)
-------------------------------	------------------------------------	------------------------	-------------------------------------

<https://www.ncia.nato.int/business/current-opportunities.html>



# STEP 2: REGISTER FOR NEO EPROCUREMENT (+BOA PROGRAMME OR NFPF)

## Neo eProcurement Platform

- | A single point of entry through which all Agency business is conducted, including bidding and invoicing
- | Rollout is progressive and set to be completed by the end of 2023
- | **Registration to Neo is open, and companies are advised to start as soon as possible**

Neo

<https://www.ncia.nato.int/business/neo-e-procurement/registration.html>



# STEP 2: REGISTER FOR NEO EPROCUREMENT (+BOA PROGRAMME OR NFPF)

Neo

## Who needs a Neo account?

- | All suppliers who wish to do business with NCI Agency

## Key modules of Neo

- | iSUPPLIER PORTAL allows for easy self-service profile management of supplier records
- | SOURCING assures an efficient engagement of suppliers throughout all stages of the tendering

## How to

- | Watch the Neo Onboarding video on the registration page for an explanation of all the steps: <https://www.ncia.nato.int/business/neo-eprocurement/registration.html>

# STEP 2: REGISTER FOR NEO EPROCUREMENT (+BOA PROGRAMME OR NFPF)



## In-Focus: Registering in the BOA Programme

### | What is it?

- | The Basic Ordering Agreement (BOA) Programme is an accelerated procurement procedure used by the NCI Agency to acquire Commercial Off-The-Shelf (COTS) products and services.
- | This procedure can be a good fit for SMEs as BOA competitions have short-term performance periods and are COTS products- and services-oriented.

### | BOA Programme is a two-step contracting procedure:

- | BOA Agreements are signed between the NCI Agency and companies for participation to the BOA Programme, subject to the provision of a Declaration of Eligibility by the country of origin.
- | Competitions for BOA Contracts are conducted only amongst BOA holders.

### | How to apply?

- | Register in Neo eProcurement: <https://www.ncia.nato.int/business/neo-eprocurement/registration.html>
- | Submit BOA application within the platform.

# STEP 2: REGISTER FOR NEO EPROCUREMENT (+BOA PROGRAMME OR NFPF)

## In-Focus: Registering in the NFPF

### | What is it?

- | The Not-for-Profit Framework (NFPF) is a procurement procedure used by the NCI Agency to acquire services from academic, scientific, and other non-profit research institutions.

### | NFPF is a two-step contracting procedure:

- | NFPF Agreements are signed between the NCI Agency and companies for participation to the Framework, subject to the provision of a Declaration of Eligibility by the country of origin.
- | Competitions for NFP Task Orders are conducted only amongst NFPF Agreement holders.

### | How to apply?

- | Register in Neo eProcurement: <https://www.ncia.nato.int/business/neo-eprocurement/registration.html>
- | Submit NFPF application within the platform.

# STEP 3: OBTAIN A DECLARATION OF ELIGIBILITY (DOE), IF REQUIRED



## In-Focus: Obtaining a DoE

### | What is it?

- | The DoE certifies that a company has the necessary financial, technical and professional competence to participate in the Agency's Procurements.

### | How to request one?

- | For International Competitive Bidding
  - | Upon publishing of Notification of Intent to invite bids (NOI) by the NCI Agency, **the company requests** the Declaration of Eligibility (DoE) from the national authorities (valid for a specific ICB)
- | For BOA Programme
  - | Upon receipt of BOA application from a company, NCI Agency Acquisition Office requests DoE via respective national delegation and/or national authorities (valid for 3 years)
- | For NFP Framework
  - | Upon receipt of NFP application from a NFP organization, NCI Agency Acquisition Office requests DoE via respective national delegation and/or national authorities (valid for 5 years)

A single DoE is issued to BOA holders covering all opportunities within the BOA programme; however, for non-BOA opportunities, a DoE must be issued to a company on a per-competition basis.

# STEP 4: PREPARE A COMPETITIVE BID

## Bidding Good Practices

- | Read and follow Section 3 “Bid preparation instructions” of the Bidding Instructions – what the company needs to submit
- | Read and understand Section 4 “Bid evaluation and contract award” of the Bidding Instructions – how the bid will be evaluated
- | Take advantage of questions and answers sessions prior to bid closing by posing written questions. These sessions are the only opportunity bidders have to also address waivers or deviations
- | Comply with the bidding instructions
- | Respond to all solicitation amendments
- | Ensure bid demonstrates a detailed understanding of the requirement and technical approach presented in the solicitation. Bid needs to answer how are you going to meet this requirement
- | Meet bid closing date and time
- | Always ask for a debriefing – use the feedback to improve future bids



# STEP 5: LEARN FROM THE PROCESS AND STAY INFORMED

## Typical Bidding Mistakes

- | Late bid submissions
- | Incomplete bids
- | Taking exception to any terms or conditions in the contract provisions
- | Imposing conditions that would modify the solicitation or limit the bidder's liability to NCI
- | Limiting NCI's rights under any article
- | Failing to acknowledge a material amendment to a solicitation
- | Bid Guarantee not provided when required
- | Unqualified Bidder
  - not from a participating nation, not nominated by a participating nation when required, not a BOA holder if BOA competition
- | Not meeting the requirements of the solicitation:
  - Alter delivery locations or take exception to the delivery schedule, offer a quantity different from that required, fail to conform to one or more specifications, fail to propose a product or service that meets the minimum specifications, fail to meet minimum education or skill requirements, fail to meet minimum experience requirements, fail to state a specific price or states a qualified price.

# ROLES: WHO TO CONTACT ON ACQUISITION TOPICS

Role	Their job	Employed by	Contact details
<b>Contracting Staff</b>	<ul style="list-style-type: none"> <li>Assigned to handle specific inquiries regarding a given procurement opportunity.</li> <li>Your point of contact during the entire bidding and contracting process.</li> </ul>	NCI Agency	See opportunity-specific NOIs and announcements on the Agency bulletin board for details.
<b>Industry Relations Staff</b>	<ul style="list-style-type: none"> <li>General inquiries about the Acquisition Office's processes.</li> <li>Oversees the Agency's industry engagement strategy (coordinates industry events, bilateral engagements)</li> </ul>	NCI Agency	<a href="mailto:industryrelations@ncia.nato.int">industryrelations@ncia.nato.int</a>
<b>NATEX</b>	<ul style="list-style-type: none"> <li>Capable of assisting you with obtaining a DoE.</li> <li>If you wish to challenge a competition outcome or escalate a concern, they can assist you via your nation's permanent representation to NATO</li> </ul>	National authorities, but embedded in the NCI Agency	Contact your NATO representation for these details.

# PORTALS, TOOLS AND CONTACTS FOR INDUSTRY AND NOT-FOR-PROFITS

- ✓ NCI Agency Flagship Event – NATO Edge

<https://www.ncia.nato.int/business/partnerships/key-events/nato-edge.html>

- ✓ How to Do business with NCIA

<https://www.ncia.nato.int/business/do-business-with-us/5-steps.html>

- ✓ BOA Programme Participation

<https://www.ncia.nato.int/business/do-business-with-us/basic-ordering-agreement-programme.html>

- ✓ NFP Framework Participation

<https://www.ncia.nato.int/business/do-business-with-us/notforprofit-framework-nfpf.html>

- ✓ Current Opportunities:

<https://www.ncia.nato.int/business/current->

[opportunities.html](https://www.ncia.nato.int/business/current-opportunities.html)

- ✓ Twitter Push Notifications - @NCIAAcquisition

- ✓ Neo eProcurement

<https://www.ncia.nato.int/business/neo-eprocurement.html>

- ✓ Capability Statement Submissions

<https://www.ncia.nato.int/business/current-opportunities.html>

- ✓ Contacts:

[industryrelations@ncia.nato.int](mailto:industryrelations@ncia.nato.int)

[General.Acquisition@ncia.nato.int](mailto:General.Acquisition@ncia.nato.int)

- ✓ NITECH Magazine <https://www.ncia.nato.int/publications.html>