



**MILITARY ENGINEERING CENTRE OF EXCELLENCE**  
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## LETTER OF INVITATION TO TENDER

Dear Sir / Madam,

MILENG COE, as the Lead Agency of the NATO „Interoperable Bridge Classification Project”, has published the **Call for Tenders** related to the Validation Phase of the project.

**Tender process starts at 5 OCTOBER 2016**

**1000 hours**

**Tender process ends at 18 NOVEMBER 2016**

**1000 hours**

The tender specifications, listing all the documents that must be produced in order to tender, including the required supporting evidence of financial, technical and professional capabilities, are published by MILENG COE under <http://milengcoe.org/Pages/default.aspx> (Unclassified, registration not required).

Tenders must be:

- either sent by registered post or by private courier service, to arrive not later than 18 November 2016 1000 hours, the postmark or the day of the delivery, being taken as a proof, to the following address: MILENG COE, Pionierkaserne Auf Der Schanz, Manchingerstrasse 1, 85053, Ingolstadt, Germany;
- or delivered by hand (by the tenderer in person or by an authorized representative) to the same address not later than 1000 hours on 18 November 2016. In this case, a receipt must be obtained as proof of submission, signed and dated by the person who took the delivery. MILENG COE is open from 0800 – 1600, Monday to Thursday, and from 0800 – 1200 on Fridays. It is closed on Saturdays, Sundays and German Holidays.

Tenders have to be placed inside of a sealed envelope. This envelope should be marked as follows : „**CALL FOR TENDERS / MILENG COE / 18 NOVEMBER 2016. Not to be opened before 18.11.2016. In attention of Maj. Damian**”. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The envelope must contain:

- The Company Identification Form – based on the published form;
- The Declaration of honor with respect to the Exclusion Criteria and absence of conflict of interest– based on the published form;
- The Company Financial Identification– based on the published form;
- **Two sealed inner envelopes: one containing the details in accordance with the Quality (Technical/Design) criteria (see item 6.3.b / Tender specifications), and the second one containing the Financial Bid (see item 6.3.c / Tender specifications). Each of these 2 envelopes must clearly indicate the content ("Quality (Technical/Design) Bid ", and, respectively "Financial Bid").**

Tenders must be:

- signed by the tenderer or his duly authorized representative;
- perfectly legible so that there can be no doubt as to words and figures;

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender and in the Tender specification. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

Tenders will be opened in public session analyzed and evaluated by the Project Board Members on 18/11/2016 at 10:00 - Conference room/ MILENG COE/ Ingolstadt/ Germany. One person representing the tenderer may be present at the opening session.

Contacts between the MILENG COE representatives and tenderers are prohibited throughout the procedure, exceptional in some circumstances and under the following conditions only:

Before the final date for submission of tenders:

- At the request of the tenderer, the MILENG COE may provide additional information solely for the purpose of clarifying the nature of the contract. Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed. The requests for additional information must be made in writing only to e-mail address [supportbc@milengcoe.org](mailto:supportbc@milengcoe.org) or to fax number ++49 (0)841 88660 5102. Such requests for clarification, together with the responses, will be published by the MILENG COE under the heading corresponding to this call for tenders, at <http://milengcoe.org/Pages/default.aspx> .
- The MILENG COE may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other error in the text of the call for tenders.

After the opening of tenders:

- If clarification is required or if obvious errors in the tender need to be corrected, MILENG COE may contact the tenderer provided that the terms of the tender are not modified as a result.

This invitation to tender is in no way binding on the MILENG COE. The MILENG COE's contractual obligation commences only upon signature of the contract with the successful tenderer which we are expected to be not later than 21 calendar days after the day of opening the tenders. Based on this contract the company will be paid for the services by either MILENG COE or directly by ESCD / International Staff / NATO HQ, in Euro, without VAT (Value Added Tax) and only after presenting the products by the end of MAY 2017.

Up to the point of signature, the MILENG COE may either withdraw from the contract or cancel the resourcing procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

You will be informed whether or not your tender has been accepted.

I look forward to receiving your tender in response to this invitation.

Yours sincerely,



**Ovidiu DAMIAN**

Major, OF-3, ROU A

Support Branch Chief/ NATO „Interoperable Bridge Classification” Project Manager.