



OCCAR-EA

Request For Interest

Cleaning Services Contract in Bonn

1. Contracting Authority

OCCAR (Organisation for Joint Armament Cooperation), represented by the Director of the OCCAR Executive Administration (OCCAR-EA).

2. Address

OCCAR-EA Central Office
Corporate Support Division
Godesberger Allee 154
53175 Bonn

Germany

Reference: CO/CSD/2021/00032

Contract Reference Number: COS/21032/BONN SITE

E-Mail: **BonnSite-Support-Tender@occar.int**

3. General Information about OCCAR

OCCAR is an international organisation whose core business is the through life management of cooperative defence equipment Programmes. The organisation was established by means of the OCCAR Convention, which is equivalent to an international treaty. The headquarters are located in Bonn, Germany.

For further information about OCCAR and its current Programmes, please refer to www.occar.int

4. Subject and Scope of the Potential Contract

The objective of the contract is to provide OCCAR-EA with a structured and regular **Site Cleaning Service** for Buildings A, B and C on the Bonn Site Estate. The detailed Statement of Work will be released to Tenderers chosen to participate in the ITT phase.

5. Anticipated Contract Duration

The contract starting date is expected to be **1st of September 2021**

The contract duration will be three (3) years with the option of an extension for one (1) year twice, to maximum period of five (5) years in total. Probationary and renewal conditions will be agreed in the contract.

6. Expression of Interest:

Interested companies are requested to express their interest by email.

The closing date to submit the responses is **26th March 2021, by 12:00 o'clock.**

Requirements to submit an Expression of Interest.

6.1 The expression of interest are be sent to **BonnSite-Support-Tender@occar.int** email address.

Potential tenderers shall provide in their submission:

- An acknowledgement of the Declaration of Confidentiality based on Annex B which will need to be fully completed and signed before any contract signature;
- An acknowledgement of the security requirements in regards of the handling of RESTRICTED information as described in Annex C;
- The last 3 available annual Financial Statement, standard legal information, Company description (Structure, organisation, number of sites and employees etc.);
- Quality Certification such as ISO or equivalent;
- Description of similar services supplied in a multi-national environment, preferably within the public and/or Defence sector (Government, International Organisation, Defence contractor) in the past three years, with the sums, dates and recipients, whether public or private, involved; Details of these references to support the foregoing shall be also provided where possible;
- Copy of Facility Security Clearance (FSC) if in existence. In absence of an FSC, a declaration stating its absence must be made. ***An absence of an FSC will not disqualify a company from progressing to the ITT phase;***
- Company Point of Contact (address, telephone, email);

6.2 Following completion of this stage, the Invitation to Tender will be sent to a maximum of five (5) companies selected from those who formally expressed their interest. OCCAR-EA's final requirements will be defined in the Statement of Work and will only be distributed to those tenderers selected to participate in the ITT.

7. Planned dates for the Invitation to Tender (ITT)

Expected date for OCCAR-EA to issue the ITT: **31th March 2021.**

Expected due date for Companies to answer the ITT: **11th May 2021.**

8. Important Notes:

- 8.1 The contract will only be open to companies from the OCCAR member states (France, Germany, United Kingdom, Italy, Spain and Belgium).
- 8.2 All the correspondence, offers, and emails related to this contract shall be in English. Any correspondence, offer and email received in another language will not be accepted.
- 8.3 This advertisement is not a commitment of a future contract and OCCAR-EA reserves the right not to pursue the tendering procedure. No expenses incurred in any tendering activities will be borne by OCCAR.
- 8.4 Sub-contracting will be authorised, however the prime contractor will be required to submit to open book accounting principles (disclosure of any negotiated prices agreed with any subcontractor) with OCCAR-EA to validate the price, including any management fee and profit margin added by the prime contractor.
- 8.5 The contract will be awarded to the most economically advantageous tender ensuring best Value for Money in accordance with the Invitation to Tender (ITT), subject to a stated minimum technical criteria being demonstrated by the successful tenderer.
- 8.6 The tenderer should be a security cleared company and shall provide a copy of Facility Security Clearance (FSC). The provided staff shall have a Personal Security Clearance (PSC) at the given level¹. A security waiver "period of grace" will be given of 6 months from contract start date to allow a FSC and individual PSC for staff to be obtained.
- 8.7 It is envisaged that the lead on-site representative will be able to communicate in English (both orally and in writing).
- 8.8 All EU and UK Companies are able to participate.
- 8.9 Companies based in a Non-OCCAR-Member State (i.e. any state other than Belgium, France, Germany, Italy, Spain and the UK) are to note the following:
 - The contract placement procedure as well as any resulting contracts may require

¹ Facility Security Clearance (FSC) requires a "Geheimschutzbetreuung durch das Bundesministerium für Wirtschaft und Energie", Personal Security Clearance (PSC) requires a "Sicherheitsüberprüfung gemäß Sicherheitsüberprüfungsgesetz".

the exchange of classified information between OCCAR-EA and the Company in accordance with OMP 11 (<http://www.occar.int/occar-rules>). This would require the establishment of a Security Agreement between OCCAR and that Non-OCCAR-Member State.

- OCCAR-EA recommends that Companies based in a Non-OCCAR-Member State liaise with their National Security Authority in order to initiate the establishment of a Security Agreement with OCCAR.
- The award of a contract, if any, to a Company from a Non-OCCAR-Member State may require the establishment of an agreement between OCCAR and the government of that Non-OCCAR-Member State in accordance with the OCCAR Convention.
- OCCAR-EA recommends that Companies based in a Non-OCCAR-Member State liaise immediately with their Ministry of Defence in order to clarify the requirement of such an agreement with OCCAR, and to initiate the establishment, if required.

9. **Premises Site visit**

Those tenderers selected to participate in the ITT stage will be invited to a site visit on **Saturday, 17th April 2021** to view the OCCAR-EA premises. Although not compulsory, tenderers will be given this opportunity to gain further insight into the requirement and orientation of the building. This visit will be Covid-19 compliant.

9.1 Building description

The OCCAR-EA Bonn Site Complex occupies 3 buildings with a total surface of 6300 m² and will accommodate approximately 180 staff members, consultants plus contractors and visitors.

The Bonn Site Complex comprises of 3 buildings:

- Building A, 3460m², 4 floors (Reception area, offices, meeting rooms)
- Building B, 2160m², 4 floors (Reception area, offices, meeting rooms)
- Building C, 680m² 4 floors (Shower and changing rooms, offices, meeting rooms)

The building layout plans will be shared under specific confidentiality conditions for those companies chosen to participate in the ITT process.


R Hulston
Bonn Site Manager, OCCAR-EA



Annex A: Form_IP69_01_Declaration_of_Confidentiality_Non_OCCAR_Staff

Annex B: OMP11_C_Handling_Restricted_by_Contractors