



## **Invitation to Tender for the provision of the printing services for the needs of the NATO StratCom COE**

You are kindly invited to submit a tender to provide printing services for the needs of the NATO Strategic Communications Centre of Excellence (NATO StratCom COE).

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter. We provide below the key details of the NATO StratCom COE requirements, which you should take into account in your response. Please acknowledge via e-mail safe receipt of this letter within two working days together with your confirmation of your intention to tender by e-mail: [zane.stala@stratcomcoe.org](mailto:zane.stala@stratcomcoe.org)

To simplify exchange of information regarding this invitation to Tender (ITT) please nominate a Bid Manager and relevant contact phone and e-mail address.

Please direct any questions regarding the ITT content or process to the NATO StratCom COE Event Manager, Ms Zane Stala. You should not contact other NATO StratCom COE personnel unless directed to do so by the NATO StratCom COE representative. The NATO StratCom COE reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing to the e-mail: [zane.stala@stratcomcoe.org](mailto:zane.stala@stratcomcoe.org).

As part of this tender process the NATO StratCom COE makes no obligations in any way to:

- (i) pay any supplier for and ITT response; or
- (ii) award the contract with the lowest price proposal or any bidder; or
- (iii) accept any ITT information received from suppliers; or
- (iv) include suppliers responding to this ITT, in any future invitations; or
- (v) any other commitment to suppliers whatsoever.

Looking forward receiving your response.

**Yours Sincerely,**  
**Ms Zane Stala**  
**Event Manager, Framework Nation Support Branch**  
**E-mail address: [zane.stala@stratcomcoe.org](mailto:zane.stala@stratcomcoe.org).**

Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continues business discussions between the NATO StratCom COE and suppliers.

Any proposal received by the NATO StratCom COE is subject to contract with the NATO StratCom COE.

## **Table of Contents**

- 1. Introduction and Overview**
- 2. Subject of the ITT**
- 3. Requirements**
- 4. Deliverables**
- 5. Timetable**
- 6. Respondent Instructions**
- 7. Tender Assessments**
- 8. Briefing for Unsuccessful Participants**
- 9. Contract Details**

## 1. Introduction and Overview

1.1. The NATO StratCom COE Background - The NATO StratCom COE, based in Riga, Latvia, contributes to the improved strategic communications capabilities within the Alliance and Allied nations. The NATO StratCom COE designs programmes to advance StratCom doctrine development and harmonisation, conducts research and experimentation to find practical solutions to existing challenges, identifies lessons from applied StratCom during operations, and enhances training and education efforts and interoperability.

1.2. The contract will be awarded within two weeks after the announcement of the winner. The contract shall be executed **by December 29, 2023**.

## 2. Subject of the ITT

Subject of this tender is to provide printing services for publications, leaflets, diploma and academic journals developed by the NATO StratCom COE.

## 3. Requirements

3.1. The NATO StratCom COE is looking for the provision of the printing services for:

Type of printout	Printing Type	Paper	Printing amount	Printout versions per year
A4 size, 4+4 CMYK, 100 pages	Offset printing, Saddle-stitched brochure	200gr silk	300 pieces per type	22
15 x 15 CM, 4+4 CMYK, 6 pages	Digital print, folded	200gr silk	200 pieces per type	7
A4 size, 4+0 CMYK, 1 page	Digital print	300gr silk	25 pieces per type	6
A5 size, 4+4, CMYK, 400 pages	Offset printing, hot-glued, sewn	100gr, Munken Pure	500 pieces per type	2

## 4. Deliverables

4.1. Overall requirements:

4.1.1. Bidder is registered in Commercial register or relevant register in other country (if applicable).

4.1.2. The service provider has experience to perform printing services. At least two references from former customers should be shown (can be in the form of an email with customer's contact details, date and time when issued, sender's and recipient's email addresses).

## 4.2. Financial proposal requirements

4.2.1. The Proposal shall be submitted in euros (EUR), the financial form must be submitted accordingly the Annex 1 “Financial proposal” stated form.

The Proposal price is the total cost consideration for the purchase of the contract, including all applicable taxes except VAT, subject to the requirements defined in the part 3. Requirements.

## 5. Timetable

General	
Confirmation of receipt of this document	Please confirm you have submitted your bid by notifying: <a href="mailto:zane.stala@stratcomcoe.org">zane.stala@stratcomcoe.org</a>
Delivery time for submission	<b>11:00 hrs on 1 September, 2022 (Eastern European Time zone: UTC +02:00)</b>
Contract implementation date	<b>Upon agreement</b>
Questions	Questions arising from this document should be given to Ms Zane Stala
Full contact details	Ms Zane Stala, <a href="mailto:zane.stala@stratcomcoe.org">zane.stala@stratcomcoe.org</a> , +371 67335468

## 6. Respondent Instructions

6.1. This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and the NATO StratCom COE Contact Information.

6.2. Response Guidelines:

6.2.1. The proposal should be submitted on Bidder Company’s official template electronically prepared and signed documents that complies with the indicated requirements (see Section 4. Deliverables) to e-mail: [tender@stratcomcoe.org](mailto:tender@stratcomcoe.org) not later than: **1 September 2022 11:00 Hrs.**

6.2.2. Bidder should submit for entire ITT.

6.2.3. The proposal should consist of the following documents:

6.2.3.1. The documental evidence of experience. At least two references from former customers (can be in the form of an email with customer’s contact details, date and time when issued, sender’s and recipient’s email addresses).

6.2.3.2. Financial proposal in accordance with Annex 1 “Financial proposal”. Bidders shall use this Financial proposal form as guideline and can modify and add columns and rows as they see fit.

6.2.3.3. Confirmation of Bidder registration in the Commercial register of the Republic of Latvia or relevant register in other country (if applicable).

6.2.4. The NATO StratCom COE will disregard any response submitted after the timetable deadline.

6.2.5. Bidders are expected to supply all required information, or clearly state the reasons for being unable to do so.

6.2.6. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.: brochures, photos, presentations, should be included.

6.2.7. If any of the requested documents in the Section 4. Deliverables is not submitted, the Contract Award Committee shall have the right to exclude the applicant from further participation in the procurement.

6.2.8. Questions relating to clarification of the ITT will only be accepted in writing to the NATO StratCom COE representative. Likewise, all responses from the NATO StratCom COE will be written and may also be made available to other suppliers (subject to confidentiality). In the event that any answer materially affects the ITT specification, an amendment of the original requirements will be escalated to all suppliers. The NATO StratCom COE will attempt to answer any questions within two working days of receipt of that request;

otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

6.2.9. The NATO StratCom COE reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all suppliers.

6.2.10. All information supplied in this tender to date, any further information supplied during the tender process will remain confidential and available only to the Contract Award Committee members.

## **7. Tender Assessments**

7.1. The Contract Award Committee (CAC) chooses the best offer in accordance with the following bid evaluation criteria (not in order of significance):

7.1.1. Proposal price;

7.1.2. Quality of the proposal:

7.1.2.1. Overall proposal according to the requirements mentioned in point 3. Requirements;

7.1.2.2. Experience in performing printing services;

7.1.2.3. The documental evidence confirming requested overall requirements as stated ITT point 4.1.

7.2. You are reminded that through the process the NATO StratCom COE will continually assess all contact with the bidders' organizations including compliance to the process, presentation. The NATO StratCom COE reserves the rights at its sole discretion to disqualify without further consideration any submission that does not satisfy this basic requirement.

## **8. Briefing for Unsuccessful Participants**

The NATO StratCom COE reserves the right to control the format and content of any such briefing, and to limit it in any way believed by the NATO StratCom COE to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reasons for doing so).

## **9. Contract Details**

9.1. Contractual and payment details will be subject to negotiation with the selected supplier.

9.2. The NATO StratCom COE reserves the right to modify the scope of this tender, after receiving the bids (including price estimates).

9.3. The contractor will be required to sign a confidentiality agreement with the NATO StratCom COE.

(should be submitted on bidder's template)

**“THE PROVISION OF PRINTING SERVICES FOR THE NEEDS OF THE NATO  
STRATCOM COE” TENDER**

**FINANCIAL PROPOSAL FORM**

	Type of printout	Price for printing services, without VAT, EUR	Price without VAT, EUR (in total)	Price without VAT, EUR (in total)	VAT, EUR (in total)	Price with VAT, EUR (in total)
1.	A4 size, 4+4 CMYK, 100 pages Offset printing, Saddle-stitched brochure; 200gr silk	1 piece	300 pieces	22 printout versions		
2.	15 x 15 CM, 4+4 CMYK, 6 pages Digital print, folded; 200gr silk	1 piece	200 pieces	7 printout versions		
3.	A4 size, 4+0 CMYK, 1 page Digital print, 300gr silk	1 piece	25 pieces	6 printout versions		
4.	A5 size, 4+4, CMYK, 400 pages Offset printing, hot-glued, sewn, 100gr, Munken Pure	1 piece	500 pieces	2 printout versions		
	TOTAL					
					<b>In total without VAT</b>	
					<b>VAT</b>	
					<b>In total with VAT</b>	

\* Bidders shall use financial proposal form as guideline and can modify and add columns and rows as they fit.