

CAOC TORREJON



Combined Air Operations Centre Torrejon

CAOC Torrejon

Purchasing and Contracting Section
Base Aerea de Torrejon
Ctra. N II, Km 22.50
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Spain

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Date : 26. August 2021

SUBJECT: NOTIFICATION OF THE COMBINED AIR OPERATIONS CENTRE TORREJON (CAOC TJ) INTENT TO LEASE NON-MILITARY VEHICLES

REFERENCE: Bi-SC Procurement Directive 60-70, dated 30 June 2015.

Dear Madam or Sir,

The Combined Air Operations Centre (CAOC) Torrejon of the North Atlantic Treaty Organization (NATO)/Allied Command Operations (ACO), located at Base Aerea de Torrejon, Ctra. N-II, Km 22,50 Torrejon de Ardoz, 28850 (Spain) intends to lease non-military vehicles in accordance with Enclosure 1, "*Leasing of Non-Military Cars for the Combined Air Operations Centre Torrejon (CAOC TJ) Statement of Work (SOW).*"

If your company is interested in providing a bid on this CAOC Torrejon requirement, please read the requirements in Enclosure 1 carefully and subsequently, then email your price proposal to the email address above, or send it via regular mail to the address above. Please note that your company's price proposal should not include any taxes as CAOC Torrejon is exempt from paying taxes.

The bid closing date is **Friday, 01. October 2021, 12:00 hours** (Local time). Your price proposal must be received prior to the bid closing date for consideration during the evaluation process in accordance with the Reference provided above.

If you have questions, please contact Mr. Francisco Jimenez at caoct.budfin@caoct.nato.int and/or francisco.jimenez@caoct.nato.int

Sincerely,

Rainer Faymonville
Contracting Officer

Enclosure 1:
As stated

CAOC TORREJON



**LEASING OF NON-MILITARY CARS CONTRACT
01 JANUARY 2022 – 31 DECEMBER 2023
CAOC TORREJON**

STATEMENT OF WORK (SOW):

LEASING OF NON-MILITARY CARS FOR THE COMBINED AIR OPERATIONS CENTRE TORREJON (CAOC TJ)

1. PURPOSE OF THE CONTRACT

The purpose of the solicitation is to award a contract for the leasing of non-military cars: six (6) COMPACT and two (2) VAN type vehicles.

The Contractor must provide brand new vehicles from 01 January 2022, taking into consideration that the performance of the service will be in accordance with the technical specifications described in the Enclosure 1.

2. ELEGIBILITY

This IFB is open to bids from commercial firms/institutions that:

- Originate and are chartered/incorporated the NATO Member Nations (30);
- Licensed in the field of required services and/or provision of required goods and are legally authorized to operate at the time of bidding.

3. DURATION OF THE CONTRACT.

The contract awarded through this IFB will have a period of performance of 01 January 2022 through 31 December 2023, unless it is extended in writing. The contract will also be subject to funds availability and the continued confirmation of need by CAOC TJ, to extend it for one year.

Renewal is also dependent upon certification of satisfactory performance, during the previous year.

4. EXEMPTION FROM TAXES

According to the provisions of Article 4 of Royal Degree 160/2008 to February 8 (OFFICIAL STATE GAZETTE no 52), asked V. I. goods and services under the contract are exempt from taxes, duties and similar charges. Where notwithstanding, these are imposed by national regulations, bidders will enclose the list and the

amount of taxes, duties and similar charges which have been included in their bid, with a justification.

5. CAOC TJ AUTHORISED COORDINATION INSPECTION AGENTS.

For its direct official coordination and inspections requirements, CAOC TJ delegates authority to the Headquarters Support Division Head, Logistic Branch. This authority covers activities to include but not restricted to, the coordination of the arrival and inspection of the maintenance actions that will be taken, the purchase of items and their installation. It shall appoint in writing the individuals that are authorized to exercise this authority. The Contracting Officer is responsible for all matters referring to contractual aspects.

6. ITEMS TO BE PROVIDED

This contract includes the elements as specified in detail in Enclosure 1 to this SOW.

The Contractor shall possess a current and in date authorization, delivered by the Spanish Competent authorities, to operate an enterprise that provides these types of items and services without restrictions.

7. HOURS OF OPERATION

The Contractor shall provide all vehicles during normal CAOC TJ working hours only.

CAOC TJ working normal hours are specified as 07:30 to 16:00 hours, Monday to Thursday and 07:30 to 13:00 hours on Friday.

8. ACCEPTANCE

Unless otherwise specified, the CAOC TJ Authorized Coordination and Inspection Agents will undertake the inspection and acceptance of the vehicles.

The Contractor will set up all the items and installation works. Service rendered shall be executed in such a way so as to guarantee full operational availability.

9. GUARANTEE

The vehicles will have a guarantee in accordance with European Regulations.

ENCLOSURE 1: Technical characteristics for leasing non-military vehicles to CAOC Torrejon (Spain)

**ENCLOSURE 1:
Technical characteristics for leasing non-military vehicles to CAOC Torrejon (Spain)**

- 6 each vehicle type COMPACT (5-seater) gasoline fuel, 2-wheel drive (2WD). Engine size above 1400 ccm or power higher than 100 horse power.
- 2 each vehicle type VAN (9-seater) Diesel or Gasoline fuel, 2-wheel drive (2WD). Engine size above 2000 ccm or power higher than 150 horse power.

- All the vehicles have to include the following:
 - a. Basic required vehicle systems/characteristics:
 1. Six speed manual gear box is preferred, but if the rate should be the same, any automatic gear box should be possible.
 2. Air conditioning/heating.
 3. Electronically controlled windows and adjustable wing mirrors.
 4. Split rear seat for flexibility.
 5. Remote locking plus a minimum of 2 keys per vehicle. The ability to obtain replacement keys is required.
 6. Tinted privacy glass.
 7. Rear parking sensors, front sensors would be advisable if rate is not altered.
 8. Built-in satnav (GPS) with the ability to upgrade as required (map and software updates).
 9. 5 seatbelts.

 - b. Insurance- minimum 3rd Party Fire & Theft including windscreen and wheels. Any CAOC Torrejon member (with a full driving license) should be able to drive them.
 - c. Roadside assistance to cover mainland Europe (Green Card).
 - d. Fuel-Gasoline is preferred for COMPACT and Diesel for Vans, advisable with "ECO" Spanish emissions sticker.
 - e. All vehicles are to be non-smoking
 - f. Basic white colour.
 - g. Fire extinguisher plus Spanish required safety equipment.
 - h. License plates: The plate of all of them must be changed to a "FAE" plate, exclusively for Armed Forces Foreigners. The insurance must be cover this plate identification vehicle.
 - i. Replacement vehicle should be provided in case of breakdown/accident if it lasts more than 72 hrs.
 - j. Workshops available for repairs close to Torrejon AB in an area of 25 km will be an asset

- VAN additionally requires the following:
 - a. Minimum 8 passenger's seats plus driver (total 9 seats). More is not feasible due to driving license limitations for larger vehicles.
 - b. 9 seatbelts.
 - c. Ability to move 9 adults plus luggage on a short-medium journey.
 - d. Ability to reconfigure the van for four to six (4-6) adults plus large luggage.