



**HEADQUARTERS ALLIED JOINT FORCE COMMAND NAPLES**  
**QUARTIER GENERAL DU COMMANDEMENT INTERALLIE DE**  
**FORCES INTERARMEES NAPLES**

**Via Madonna del Pantano, 80014 Giugliano in Campania, Loc.**  
**Lago Patria, Naples, Italy**

**Our Ref:** JFCNP/J8/P&C/RB/24

**Tel:** +39 081-721-3732

**Date:** 28 October 2024

**NCN:** 433 - 3732

**SUBJECT: RFQ-JFCNP-24-06. Request for Quotations for RENTAL OF TWO PRINTERS AT JOINT FORCE COMMAND NAPLES HQ.**

**REFERENCE:** BI-Strategic Command Directive 060-070 dated 30 June 2015.

Dear Madam or Sir,

HQ Allied Joint Force Command Naples has a requirement for the provision of RENTAL OF TWO PRINTERS AT JFCNP.

You are invited to submit a quotation where:

- A. The deadlines are:  
Request for clarification.....04/11/2024 at 11:00 (local time)  
Bid closing date.....25/11/2024 at 11:00 (local time)  
Quote validity.....30 days  
Expected contract starting date.....01/01/2025
- B. The bidding documents are:  
Part I: Bid Instructions  
Part II: General Contractual Provision, as applicable  
Part III: Statement of Work/Technical Specifications  
Part IV: Price Proposal

and the reference, which will be posted on the ACO Procurement Opportunities Website at the link:  
<https://shape.nato.int/financeandacquisition/formal-biddings>

Read carefully the instructions as stated in the attached bidding documents. Your attention is drawn to Part I, Bidding Instructions, which specifies the procedures to be followed when submitting your quote. Failure to comply with them may cause your quote to be rejected.

You are advised that JFC Naples reserves the right to cancel this RFQ at any time in its entirety and bears no liability for the proposal preparation costs incurred, if cancellation occurs.

If you will not participate in this tender, please let us know the reason(s).

Sincerely,

[Original signed]

Riccardo BUONFINE  
LtCol (OF-4) ITA Army  
Contracting Officer

*Data Protection: Allied Command Operations (ACO) and its sub-entities, including Joint Force Command Naples, comply with ACO Directive 15-26 dated 30 July 2021 and subsequent modifications on Data Protection. All personal data the participant will submit, also through ACO e-bid portal, shall be processed and stored in accordance with such reference and solely in connection with the bidding process and internal and/or external auditing procedures. The participant may, on written request, address any questions of clarifications regarding the processing of personal data to ACO/SHAPE Data Protection Office at [aco.dpo@shape.nato.int](mailto:aco.dpo@shape.nato.int) located in Casteau, Mons (Belgium).*



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**PART I**  
**BID INSTRUCTION**

**RFQ-JFCNP-24-06**  
**RENTAL OF TWO PRINTERS AT JOINT FORCE COMMAND NAPLES HQ**

**01. GENERAL**

1. The scope of this Request for Quote (RFQ) is to award a firm fixed-price exclusive contract for the provision of RENTAL OF TWO PRINTERS AT JOINT FORCE COMMAND NAPLES HQ (JFCNP), in accordance with the specifications set out in Part III hereto (Statement of Work).
3. All Bidders must carefully read the Contractual Terms and Conditions that will become integral parts of the contract awarded under this RFQ. In the event of conflict between the Contractual Terms and Conditions and the Technical Specifications, the Contractual Terms and Conditions take precedence.
4. Partial bidding is NOT authorised.
5. In accordance with the NATO Bi-SC Procurement Directive, the bid opening is not public.

**02. ELIGIBLE**

1. Eligible sources are restricted to Commercial entities (1) that originate and are chartered/incorporated within NATO-member nations, (2) that maintain a professionally active facility (office, commercial activity, shop, laboratory, etc.) within NATO-member nations and (3) that have the business resources to support the aforementioned requirements.
2. At the time of bidding, prospective Bidders must be legally authorized to provide these kinds of services in any of the above mentioned countries and comply with the following minimum requirement:
  - Having performed at least five (5) years as a company in similar activities in scope and magnitude to the requirements described in this solicitation.

**03. DURATION OF THE CONTRACT**

1. The Contract awarded through this RFQ will be effective from the date of signature by the Parties and it will be in force **for ONE (1) base year** with the possibility **for up to four (4) one-year extension options**.
2. Option years can only be exercised by JFC Naples upon verification that service has been provided satisfactorily by the JFCNP Contracting Officer Technical Representative (COTR). A monthly COTR performance report will be submitted to the JFC Naples J8 P&C Officers.
3. Both parties have the right, after twelve (12) months, to terminate the contract for convenience, upon written notification to be delivered ninety (90) working days prior to the contract expiration date.
4. The Contracting Officer (CO) will provide notice of termination or extension in writing no later than ninety (90) working days before the expiration date of the Agreement or subsequent extensions (if any).

#### 04. BID CONTENTS

The bid package shall be submitted via email only, consisting of two separate folders (see below):

- **Administrative/Technical Bid**, and the
- **Price Proposal Bid Format**.

Each part shall be structured in detachable sections or files, wherein information is grouped per subject, to obtain separate elements for easy evaluation.

**Please label** all files exactly with the same description (starting with the alphabetical letter) as shown below.

**The Administrative/Technical Bid shall consist of the following:**

- a. **Presentation of the company.** Bidders shall submit a company presentation describing the company history and core business and the sectors in which the company is specialized. Summary of work performed that directly relates to the requirement, specifying dates, contract information and names of clients;
- b. **Compliance Statement/Self Declaration** (Enclosure 1);
- c. **ISO 9001:2015** certification.

**The Price Proposal Bid Format shall consist of the following document:**

- a. The Price Bid shall be submitted on the attached Part IV Price Proposal.
- b. **The basic presentation must not change.**
- c. Prices shall be quoted in EURO.

#### 05. BID SUBMISSION

1. The entire bid shall be written in English but the official documentation could remain in NATO-member nation language.
2. The Bid Package shall be forwarded via e-mail not later of the Bid Closing Date and time scheduled to the following appointed personnel:

Name: Riccardo BUONFINE, OF-4, Contracting Officer (CO)

Email address: [riccardo.buonfine@jfcnp.nato.int](mailto:riccardo.buonfine@jfcnp.nato.int)

And to:

Name: Cristina D'ANDREA, B-4 Contract Administrator (CA)

Email address: [Cristina.d'andrea@jfcnp.nato.int](mailto:Cristina.d'andrea@jfcnp.nato.int)

3. The Bid package shall be submitted and subdivided into two separate zipped folders. described below:

**FOLDER n.1 'Admin and Technical':**

- a) Administrative Documents.
- b) Technical Proposal, Project Plan and works schedule timeline and data.

**FOLDER n.2 'Pricing':**

- c) The Price Bid Format must be submitted **only** in the Pricing Section.

NOTE: No pricing information shall be submitted in the 'Technical Section'.

#### 06. BID CLOSING DATE

Bids must be submitted via email not later than **25 November 2024** at **11:00** hours local time (Italy) or the authorized extension thereof. At that date and time the bidding shall be closed.

#### 07. BID VALIDITY

Bids submitted shall remain valid for a period of a thirty (30) calendar days counting from the Bid Closing Date. JFC Naples reserves the right to request an extension of validity if a decision cannot be made within this time. Bidder will be entitled to either grant or deny this extension of validity. JFC Naples will automatically consider a denial as a withdrawal of the bid.

## **08. BID EVALUATION**

1. The evaluation of bids and the determination as to the responsiveness and technical compliance of the services, products and services offered shall be the responsibility of JFC Naples and shall be based on information provided by the Bidders. JFC Naples is not responsible for seeking any information that is not easily identified and available in the bid package.
2. The bid will be awarded to the lowest price/technically compliant Bidder. The following factors will be anyway taken into consideration for the evaluation of the Bidders:
  - a. Technical compliancy with bidding, contractual and technical provisions/ specifications/required performance criteria.
  - b. Capability of the Bidder to perform and complete the supply/work.
  - c. Timeliness of delivery offered.
  - d. Price criteria (best price tender).

## **10. BIDDERS REQUEST FOR CLARIFICATION**

1. Prospective Bidders should seek clarification as soon as possible. Any explanation desired by a Bidder regarding the meaning or interpretation of this RFQ, clauses, specifications etc., must be requested in writing via e-mail only to the CO [riccardo.buonfine@jfcnp.nato.int](mailto:riccardo.buonfine@jfcnp.nato.int) and to the CA [cristina.d'andrea@jfcnp.nato.int](mailto:cristina.d'andrea@jfcnp.nato.int) not later than **04 November 2024 at 11:00** hours.
2. Information given to a prospective Bidder will be furnished to all prospective Bidders, as an amendment to this solicitation, only if such information is necessary to Bidders in submitting offers or if the lack of such information would be prejudicial to other Bidders.

No verbal explanations or instructions will be given unless approved by the CO.

(To be completed and enclosed with your bid)

### COMPLIANCE STATEMENT

1. It is hereby stated that we have received RFQ-JFCNP-24-06 on (date) .....
2. Our bid in response to the referred solicitation is fully compliant with the provisions of the RFQ and the intended contract with the following exception(s):

| Clause | Description of Deviation |
|--------|--------------------------|
|--------|--------------------------|

|       |       |
|-------|-------|
| ..... | ..... |
|-------|-------|

*(if necessary, add another page)*

### SELF DECLARATION

3. It is hereby declared that our Company:
  - a. is currently registered in the Chamber of Commerce, has no insolvency proceeding and is free of any legal limitations on its rights, that is to say that it is not in receivership, or subject to deed of management or bankrupt;
  - b. is up to date with the payment of social security contributions (DURC for Italian company) and with the payment of taxes and do not have any pending tax end/or disputes, payments and issues (DURF for Italian company);
  - c. is fully compliant with health and safety legislation law (Lgs Decree 81/2008 for Italian company);
  - d. has not having any pending criminal record and/or charges against business owner and/or partners and is not blacklisted by any Government Agency for any fraudulent practices;
  - e. has no grounds for banning, forfeiting, or suspending the signatory under Antimafia Certification (Lgs. Decree 159/2011, Lgs. Decree 218/2012 for Italian Company);
  - f. has performed at least five (5) years as a company in similar activities in scope and magnitude to the requirements described in this solicitation.
4. All the above declarations shall be documented with certificates, in case of award.
5. I am well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date

Stamp and Signature of Legal Representative

|       |       |
|-------|-------|
| ..... | ..... |
|-------|-------|

Note: Bidders' response to this solicitation must be based on full compliance with the terms, conditions, and requirements of the RFQ and its future clarifications and/or amendments. The Bidder may offer variations in specific implementation and operational details, provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanations/comments furnished, the detailed evidence/comments shall take precedence for the actual determination of compliance. JFC Naples reserves the right to not accept the variations offered by the Bidder and, therefore, disqualify the Bidder from this solicitation.



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**Lago Patria, Naples, Italy**

**PART II**  
**GENERAL CONTRACTUAL PROVISION**

**RFQ-JFCNP-24-06**  
**RENTAL OF TWO PRINTERS AT JOINT FORCE COMMAND NAPLES HQ**

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## 60-70.1 – CONTRACT ADMINISTRATION SECTION

### 60-70.101 DEFINITIONS

As used throughout the contract, the following terms shall have meanings as set forth below:

1. The term “**Prospective Bidder**” shall refer to the entity that has completed and returned the Enclosure of the transmittal letter of this RFQ, and has indicated thereon its intention, without commitment, to participate in the bidding.
2. The term “**Bidder**” shall refer to the bidding entity that has submitted a bid in response to this RFQ.
3. The term “**Contractor**” shall refer to the entity (firm or person) to whom the contract is awarded and on whose behalf duly authorised person shall execute it.
4. The term “**Contracting Officer**” (CO) shall refer to the person executing and managing this contract on behalf of NATO.
5. The term “**Contract Administrator**” (CA) means and shall refer to an individual appointed by the CO responsible for the Administration of the contract.
6. The term “**Contracting Officer’s Technical Representative**” (COTR) is the person designated in writing by the CO to be his/her authorised representative charged with the overall technical supervision of the contract and with measuring/monitoring Contractor performance.
7. The term “**SOW**” shall refer to the Statement of Work/Technical Specifications.
8. The term “**NATO**” shall refer to the North Atlantic Treaty Organisation.
9. The term “**JFC Naples**” shall refer to the Allied Joint Force Command, Naples, located at Via Madonna del Pantano, Localita’ Lago Patria, Giugliano in Campania, Naples - Italy.
10. The term “**days**” as used in this RFQ shall, unless otherwise stated, be interpreted as meaning calendar days.
11. The term “**Calling Officer**” refers to a person who has been authorized in writing by the CO to issue Delivery Orders.
12. “**Installation Safety Officer**” means the staff member of JFC Naples for the purpose of determining compliance with health protection, hygiene and safety regulations.
13. The term “**Supply Order**” or “**Provision Order**” refers to a request for supply against a previously awarded contract (referred to as IDIQ in the English version).
14. The term “**Open Contract**” refers to a supply contract, up to a set maximum amount, of undefined quantities of goods or services whose unit value is established in the contract.
15. The term “**Potential Contractor**” refers to an entity (individual or company) that has filled in and returned the NOTICE attached to the invitation to bid letter for this “RFQ” and that has notified its intention to participate in it.
16. The term “**CED**” means **Contract Effective Date** refers to the date final award of the contract has been made. This date will typically be consistent with the date of last signature by the contracting parties, or a specific date set forth in the contract.



**60-70.102 AUTHORITY**

Any modifications, including changes, additions or deletions and instructions under the contract shall not be binding unless issued in writing by the JFC Naples CO or CA. For Calling Officers, and COTRs the authority, and responsibility, is limited to what is stipulated in the relevant clauses of these General Contractual Provisions and only the authority to provide advice and/or direction to the Contractor that does not create an additional financial liability above what has already been contractually established in the contract. The JFC Naples CO is the only one that can financially and contractually obligate NATO.

**60-70.103 ORDER OF PRECEDENCE**

In the event of any inconsistency in the contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- a. The General Contractual Provisions;
- b. The Bid Instructions;
- c. The Statement of Work;
- d. The Contractor's Bid or Proposal accepted by JFC Naples;
- e. The laws and customary practices of the country where the contract is performed.

**60-70.104 APPLICABLE LAW**

1. Except as otherwise provided, the contract shall be governed, interpreted and construed in accordance with the laws of Italy.

2. When performing at a JFC Naples installation, the Contractor and its personnel (including also the Sub-contractor's personnel, if any) shall comply with all relevant officials NATO and local installation Directives and any applicable laws of the host nation.

**60-70.105 CONTRACT EFFECTIVE DATES (CED)**

The effective date of the contract is the date of last signature by the contracting parties, or a specific date set forth in the Contract.

**60-70.106 INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT**

In the event of inconsistency between any terms of the contract and any translation thereof into another language, the English language meaning shall take precedence.

**60-70.107 CONTRACT ADMINISTRATION AND COMMUNICATIONS**

1. All notices and communications between the Contractor and JFC Naples shall be written in English and addressed to the CO, may be hand delivered, mailed, e-mailed or faxed.

2. Any discussion/negotiation between Contractor and JFC Naples representatives shall be recorded in Minutes by the CO. If there is a change in the contract terms and conditions, a modification will be executed.

**60-70.108 SECURITY**

1. The Contractor shall comply with all security requirements prescribed by JFC Naples and the National Security Authority or designated security agency of each NATO country in which the contract is performed.

2. The Contractor shall be responsible for the safeguarding of NATO classified information or any other information labelled sensitive, entrusted to it or generated by it in connection with the performance of the contract. It undertakes not to pass on to anyone outside its staff information provided for the performance of the contract, or any information or to use it for any purpose whatsoever. To this effect, all Contractor personnel shall be required to sign a non-disclosure statement.

3. Any known or suspected breaches of security or other matters of security significance shall be reported immediately by the Contractor to the CO.

4. The Contractor shall place the Sub-contractor, if any, under security obligations no less stringent than those applied to its own contract.

5. The Contractor undertakes to provide JFC Naples Security office, through the CO, with a Security Clearance Certificate on all its employees, before they take up their duties, using the form provided by that office.

6. The Contractor accepts to terminate immediately the duties at JFC Naples location of any employee whose presence is deemed undesirable by JFC Naples on the same day that such notification is given by the CO or JFC Naples Security Officer, without JFC Naples being required to state the reason. Furthermore, in no case may JFC Naples be held responsible for the consequences of such a decision.

#### **60-70.109 ACCESS CONTROL**

Before commencing work on the JFC Naples installation, the Contractor's personnel must be in possession of an access card, and all his vehicles must display access permits. The request for these documents must be submitted to the CO and the contractor should plan 15 days to obtain these. The access cards and permits remain valid for the period of performance of such service maximum and **any renewal must be requested fifteen (15) days before expiration**. Time lost due to the failure of the Contractor to request in a timely manner access cards and access permits will not entitle him to a claim for lost time or for an extension of the completion date for the performance of the contract.

#### **60-70.110 JFC NAPLES FURNISHED PROPERTY**

1. The term "JFC Naples Furnished Property" as used in this clause refers to items of equipment, material or property furnished by JFC Naples to the Contractor which shall be subject to overhaul, repair, test, embodiment or other work as specified in the contract to be performed by the Contractor.

2. JFC Naples shall deliver to the Contractor, for use only in connection with the contract, the property described in the contract (hereinafter referred to as "furnished property"), at the times and locations stated therein. If JFC Naples furnished property suitable for its intended use, is not so delivered to the Contractor, the CO shall, upon timely written request made by the Contractor and if the facts warrant such action, equitably adjust any affected provision of the contract.

3. Title to JFC Naples furnished property shall remain vested, in JFC Naples. The Contractor shall maintain adequate property control records of JFC Naples furnished property in accordance with sound industrial practice.

4. Unless otherwise provided in the contract, the Contractor, upon delivery to him of any JFC Naples furnished property shall assume the risk of, and shall be responsible for, any loss thereof, or damage thereto, except for reasonable wear and tear, and except to the extent that such property is consumed in the performance of the contract.

5. The Contractor, upon completion of the contract, shall prepare for shipment, Deliver Duty Unpaid (DDU), of all JFC Naples furnished property not consumed in the performance of the contract as directed by the CO.

6. The Contractor shall not modify any JFC Naples furnished property unless specifically authorised by the CO or directed by the terms of the contracts.

#### **60-70.111 OPTIONS**

1. JFC Naples shall have the unilateral right to exercise any or all of the options, in whole or in part, at the firm fixed, not-to-exceed prices and at the conditions set forth in the contract. Options are exercised in writing by the CO at least ninety (90) working days before the expiration of the contract.

2. The options may be exercised by JFC Naples either as a modification to the initial contract or as a separate contract, incorporating all applicable terms and conditions.

#### **60-70.112 CHANGES**

1. Any changes, modifications, additions or deletions and instructions under the contract shall not be binding unless issued in writing as formal amendments by the CO and signed by both Parties in the same manner as the contract;

2. If any such change causes an increase or decrease in the cost of, or the time required for the performance of any part of the work under the contract, a negotiated adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly.

3. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of the contract entitled "Disputes". However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

## 60-70.2 – CONTRACTOR SECTION

### 60-70.201 CONTRACTOR RESPONSIBILITY

The Contractor shall be responsible for the execution of all terms of the Contract. It may not delegate or transfers its rights or obligations without the prior written permission of the CO.

### 60-70.202 SUB-CONTRACTS

RESERVED

### 60-70.203 WORKING HOURS

1. The work shall be performed on an “as-needed basis”, usually during weekdays in accordance with the official working hours of JFC Naples as stated in the Part III Statement of Work. The Contractor shall obtain from the CO the list of JFC Naples holidays during the period of performance for the contract.

2. Start times and planning of various stages of the work shall be coordinated with the COTR this schedule shall be adhered to.

3. Exceptionally, the Contractor accepts that JFC Naples may have requirements that require work be performed outside the normal working hours, such as Saturdays and Sundays, as the mission and needs of the requiring activity dictates. There shall be no additional compensation for this work as the contract service can be utilized as needed so long as it is fully coordinated ahead of time as per the SOW.

### 60-70.204 IMPLEMENTATION SCHEDULE

1. For all works or projects stipulated in the contract or the Call-Order, the Contractor shall submit prior to commencing any works and for approval by the CO, a practicable planning and implementation schedule. The schedule shall show as a minimum the supply phase, the construction phase, and the test and acceptance phase. The construction phase shall show the major construction activities. The date to begin and end the phases and activities must be clearly indicated. The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the progress of work at any given time. The contractor shall enter on the chart the actual progress at such intervals as directed by Contracting, and shall immediately deliver to the CO three copies thereof.

2. If the contractor falls behind a previously agreed progress schedule, the contractor shall take such steps as are necessary to improve his progress. Also, the CO may require him to increase the number of shifts, overtime operations, days of work, or the amount of construction plant, or all of them, and to submit for approval such supplementary schedule or schedules in chart form as may be deemed necessary to demonstrate the manner in which the agreed rate of progress will be regained; all at no additional cost to NATO.

3. Failure of the contractor to comply with the above may result in the termination for default of the relevant works or project by the CO on the grounds that the contractor is not executing the work with such diligence as will ensure completion within the time specified in the contract or the Call Order. The CO may then exercise his right to have the project completed by a third party and the additional cost and damages thereof charged to the Contractor.

### 60-70.205 CONTRACTOR PERSONNEL

1. The contractor shall provide and pay, as required, qualified personnel as needed for the proper performance of the services required under the contract; he shall strictly comply with all *Host Nation* Labour Laws, tariffs and social security and other regulations applicable to the employment of his personnel.

2. Privileges and Immunities granted to JFC Naples personnel are an exclusive right and as such not transferable to the Contractor and his employees. This includes the right to access and use the facilities managed and/or operated by JFC Naples' Community Services.

3. The Contractor's status shall be that of an independent Contractor and it is expressly understood that neither the Contractor (and its personnel) nor Sub-contractors shall be considered in any respect as being employees, servants or agents of JFC Naples.

4. JFC Naples will not give any directions to the Contractor's personnel for any matter under the Contract other than safety and security instructions.

**60-70.206 CONTRACTOR EQUIPMENT**

1. The contractor shall furnish, install and maintain his own furniture and equipment without any cost or expense to JFC Naples. Approval from CO is required prior to the installation of any major item of contractor equipment. The equipment, furniture and fixtures provided by the contractor shall not be removed without prior written approval of the CO and, in the event of removal; all costs and expenses thereof shall be borne by the contractor.

2. All property of the Contractor while at JFC Naples's premises shall be at the risk of the Contractor, and JFC Naples shall accept no liability for any loss or damage, except to the extent that any loss or damage is the result of a willful act or gross negligence on the part of JFC Naples's agents, representatives or employees.

**60-70.207 CORRUPTION AND ILLICIT GRATUITIES**

1. All ACO Purchasing and Contracting personnel observes a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality.

2. The contractor grants that neither he nor his agents or representatives have offered or given any gratuity whatsoever to any NATO personnel, with a view to securing a contract or favourable treatment with regard to the award, modification or execution of the contract.

3. The JFC Naples CO may, by registered letter, terminate the contract without notice if it is found, after an investigation instituted by NATO, that gratuities (in the form of entertainment, gifts or others) were offered or given by the contractor to NATO personnel with respect to the award of the contract or to the taking of any decision regarding its execution.

**60-70.208 RELEASE OF NEWS/INFORMATION**

1. No news release (including photographs and films, public announcements or denial or confirmation of same or interviews with news media representatives) on any part of the subject matter of the contract or any phase of any programme hereunder shall be made without prior written approval by the CO.

2. Furthermore the Contractor shall, in no other manner whatsoever use the name, emblem or official seal of JFC Naples and/or any NATO Headquarters in connection with its business or otherwise.

**60-70.3 – GENERAL INFORMATION SECTION**

**60-70.301 AUTHORISATION TO PERFORM**

The Contractor warrants that it and its Sub-contractors have been duly authorized to provide the required services and do business in the country or countries in which the contract is to be performed. That it and its Sub-contractors have obtained or will obtain all necessary licenses and permits required in connection with the contract. That it and its Sub-contractors will fully comply with all the laws, decrees, labour standards and regulations of such country or countries during the performance of the contract and that no claim for additional monies with respect to any authorisations to perform will be made upon JFC Naples.

**60-70.302 PROTECTION AND INDEMNIFICATION**

1. The contractor in the performance of the contract shall at all times hold JFC Naples, its agents, representatives and employees harmless from any and all suits, claims, charges and expenses which arise out of acts or omissions of the contractor; his agents, representatives or employees.

2. The Contractor shall indemnify and hold JFC Naples harmless against claims for injury to persons or damages to property of the Contractor, of JFC Naples or other parties arising from the Contractor's possession or use of JFC Naples furnished property, including facilities and utilities.

3. The contractor shall repair at his expense any damage resulting from his work and inflicted to the JFC Naples buildings, equipment, services, utilities, roads and grassed areas, where such work is not included in the scope of work. In the case of buried utilities, this will apply to any utility, which was previously notified to the contractor by the issue of a digging permit. The repair work shall be done according to the CO's specifications. All excavations and damages to other areas that were not a part of the contract work shall be repaired at the contractor's expense.

**60-70.303 HEALTH, SAFETY AND ACCIDENT PREVENTION**

1. Except as otherwise provided in the contract, it shall be governed, interpreted and construed in accordance with the laws of the Local HQs Host Nation (contracts)/Italian law. The Contractor as well as

the Contractor's (or Sub-Contractor's) personnel shall comply with generally accepted European standards for health, safety at work and with similar laws and regulations at all JFC Naples sites where work under the contract is performed or will be performed.

2. If the CO notifies the Contractor in writing of any non-compliance in the performance of the contract, with regard to health, safety and accident prevention laws and regulations and the Contractor fails to take immediate corrective action, then the JFC Naples CO or the ACO may order the Contractor to stop all or part of the work until satisfactory corrective action has been taken. Such an order to stop work shall not entitle the Contractor to an adjustment of the contract price or other reimbursement for resulting increased costs or losses.

3. At any time, JFC Naples Safety Officer and Host Nation labour inspection authorities will be entitled to inspect any Contractor's activities in order to guarantee that this clause is enforced.

#### **60-70.304 SAFETY, TESTS AND INSPECTIONS**

It is the Contractor's responsibility to obtain, at no additional cost to JFC Naples, the required official certificates for all parts, equipment and installations (such as tanks, generators, transformers, gas lines, etc.). The certificates, together with the validated test reports, shall be available and submitted to the CO prior to the start of the acceptance testing by JFC Naples. In case of a disagreement between the CO and the contractor concerning the conformity of materials and equipment, tests may be called for by JFC Naples, whereby in the event of failure of the item under test, all costs associated with the tests costs shall be at the contractor's expense. All new electrical and mechanical installations or modifications must be inspected and accepted by a certified inspection agency when required by Host Nation or International regulations.

#### **60-70.305 INSURANCE**

1. At all times during the performance, the Contractor agrees to procure and maintain, without any cost to JFC Naples, any workmen's compensation, employees' liability or other type of insurance required by the host nation's laws.

2. The Contractor agrees to procure and maintain, without any cost to JFC Naples, a suitable civil liability insurance to cover damage that could be caused to JFC Naples property and/or individuals. This insurance will be submitted to the CO for verification of adequacy upon request.

#### **60-70.306 MAINTENANCE OF JFC NAPLES PREMISES**

1. If JFC Naples premises are put at disposal of the Contractor, he shall maintain these premises safe, secure and clean. He shall also assume all expenses of repair caused by his negligence, that of his employees, or any other deed for which he may be held responsible. The contractor shall not make any alterations to the premises without prior written approval of CO.

2. The premises shall be available for inspection at any time by JFC Naples.

3. Failure by the contractor to fulfil any of the provisions in the above paragraphs, after appropriate written notice by the CO, shall give JFC Naples the right to cause these provisions to be fulfilled to JFC Naples's requirements and to pass the full costs of such fulfilment to the contractor for immediate reimbursement to JFC Naples without regard to any actions the contractor may plan to take to obtain reimbursement from any other party or parties.

### **60-70.4 – FINANCIAL SECTION**

#### **60-70.401 PREFERRED CUSTOMER**

1. The Contractor warrants that the prices set forth in the contract are as favourable as those extended to any Government, Agency, Company, Organisation or individual purchasing like quantities covered by the contract under similar conditions. In the event that prior to complete delivery under the contract the Contractor offers any of such items in substantially similar quantities to any customer at prices lower than those set forth herein, the Contractor shall so notify JFC Naples and the prices of such items shall be correspondingly reduced by a supplement to the contract.

2. Prices in this sense means "Base Price" prior to applying any bonuses, export tax reduction, turnover tax exemptions and other reductions based on National Policies.

#### **60-70.402 PRICES, TAXES AND CUSTOMS CHARGES**

1. Unless otherwise indicated in the contract, all prices are firm and fixed, except for taxes and custom charges, if due.
2. JFC Naples by virtue of its status is exempt from all taxes and all customs charges on merchandise and services. The Contractor, therefore, certifies that the prices stipulated in the contract do not include amounts to cover such taxes or customs charges.

#### **60-70.403 INVOICES**

1. An original Invoice shall be submitted and shall contain: contract number, item number, bank details (IBAN & BIC Codes), contract description of supplies or services, sizes, quantities, unit prices (exclusive of taxes or duties for which relief is available) and extended totals.

The electronic invoice shall be submitted to:

[finance-accounting@jfcnp.nato.postecert.it](mailto:finance-accounting@jfcnp.nato.postecert.it) and a courtesy copy shall be submitted to: [JFCNPJ8AP@jfcnp.nato.int](mailto:JFCNPJ8AP@jfcnp.nato.int)

2. Invoice shall be addressed to the JFC Naples CO unless otherwise specified on the contract/purchase order. If the original invoice is missing, copies of the invoice must contain the following statement before it can be proceed for payment:

- a. *"I certify that the above invoice is true and correct and that payment has not been received".*
- b. The certificate must then be followed by the signature of a duly authorized company official.

#### **60-70.404 PAYMENTS**

1. Payment for all supplies and services shall be made within **thirty (30) calendar days** after receipt of properly supported and acceptable invoices submitted upon completion of delivery or of the works, inspection and acceptance.
2. No payment shall be made with respect to undelivered supplies, work not performed and/or services not rendered under the contract.
3. Payment will be effected in the currency or currencies of the contract.
4. JFC Naples shall not bear any cost related to financial guarantees, which the Contractor is required to provide under the contract.

#### **60-70.405 ADVANCE PAYMENTS**

**No advance payments shall be authorised** except as otherwise provided in the contract. The JFC Naples CO may authorize advance payments on a case-by-case (by project) basis not to exceed ten (10%) percent of the total project cost on the condition that the contractor establishes an equivalent Bank Guarantee in favour of JFC Naples.

#### **60-70.406 BANK GUARANTEE**

1. The Contractor shall furnish a Bank Guarantee in the form of a firm commitment, e.g., irrevocable letter of credit, or such other financial instrument issued by a Host Nation banking institution governed by Host Nation legislation and acceptable to the CO.
2. Limited or automatically terminated bank guarantees are not acceptable.
3. The Bank Guarantee will represent 10% of the contractual amount or of the estimated contractual amount.
4. The Bank Guarantee must be delivered to the CO within one month of award of the contract.

### **60-70.5 – RECEIVING SECTION**

#### **60-70.501 INSPECTION**

1. Unless otherwise specifically provided for or approved by JFC Naples in the specifications, all equipment, materials and articles incorporated in the work covered by the contract are to be new and of the most suitable grade of their respective kinds for the purposes intended.

2. All supplies (which terms throughout this clause includes without limitation raw materials, components, intermediate assemblies, and end products) shall be subject to inspection and test by JFC Naples, to the extent practicable at all times and places including the period of manufacture, and in any event prior to acceptance.
3. In case any supplies are defective in material or workmanship or otherwise not in conformity with the requirements of the contract, JFC Naples shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction or to accept them against reduction in price, which is equitable under the circumstances.
4. If any inspection or test is made by JFC Naples on the premises of the Contractor, the Contractor without additional charge shall provide all reasonable facilities and assistance to JFC Naples inspectors in the performance of their duties.
5. If JFC Naples inspection or test is made at a point other than the premises of the Contractor, it shall be at the expense of JFC Naples except as otherwise provided in the contract. In case of rejection JFC Naples shall not be liable for any reduction in value of samples used in connection with such inspection or test.
6. JFC Naples reserves the right to charge to the Contractor any additional cost of JFC Naples inspection and test when supplies are not ready at the time such inspection, when test is requested by Contractor or when further inspection or retest is necessitated by prior rejection.
7. Failure to inspect supplies shall neither relieve the Contractor from responsibility for such supplies, as are not in accordance with the contract requirements nor impose liability on JFC Naples therefore.
8. The inspection and test by JFC Naples of any supplies does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in the contract, acceptance shall be conclusive except as regards latent defects, hidden deficiencies, fraud, or such gross mistakes as amount to fraud.

**60-70.502 MARKING AND LABELLING**

A label showing the JFC Naples contract number and the name of the Contractor shall be affixed in a visible place to each major item of equipment and independent component. The label shall resist rubbing and minor abrasion.

**60-70.503 NOTICE OF SHIPMENT  
RESERVED**

**60-70.504 TITLE TO PROPERTY AND RISK OF LOSS**

1. Unless the contract specifically provides for earlier passage of title, title to property of the supplies covered by the contract shall pass to JFC Naples upon formal acceptance, regardless of when or where JFC Naples takes physical possession.
2. Unless the contract specifically provides otherwise, risk of loss or damage to supplies/equipment/furniture, covered by the contract, shall remain with the Contractor until, and shall pass to JFC Naples upon:
  - a. Delivery of the supplies/equipment/furniture to a carrier, if transportation is Ex Works (EXW);
  - b. Acceptance by JFC Naples or movement of the supplies/equipment/furniture to JFC Naples at the destination specified in the contract, whichever is later, if transportation is Delivered Duty Unpaid (DDU).
3. Notwithstanding (1) above, risk of loss or damage to items, which so fail to conform to the contract as to give a right of rejection shall remain with the Contractor until cure or acceptance, at which time (1) above shall apply.
4. Notwithstanding (2) above, the Contractor shall not be liable for loss or damage to items caused by the negligence of officers, agents or employees of JFC Naples acting within the scope of their employment.

**60-70.505 ACCEPTANCE**

1. Acceptance or rejection of the services shall be made as promptly as practicable after task completion, except as otherwise provided in the contract.
2. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or otherwise stated in the contract. It is the action by which JFC Naples acknowledges that the Contractor has fully demonstrated that the tasks are complete.
3. Acceptance will be accomplished when the following requirements are met:
  - a. Availability at final destination of all deliverables;
  - b. Successful completion of tasks;
  - c. Verification of the inventory;
  - d. Satisfactory completion of all training or other services, if any, required by that date;
  - e. Agreement between the CO and the Contractor on a discrepancy list (if necessary) and corresponding clearance dates.

**60-70.506 WARRANTY**

1. Notwithstanding inspection and acceptance by JFC Naples of supplies furnished under the contract or any provision of the contract concerning the conclusiveness thereof, the Contractor warrants that for a period of **twenty-four (24) months** or whichever longer period provided by the manufacturer or relevant Host Nation law following the date of acceptance:
  - a. All supplies furnished under the contract will be free from defects in material or workmanship and will conform with the specifications and all other requirements of the contract; and
  - b. The preservation, packaging, packing and marking and the preparation for and method of shipment of such supplies will conform to the requirements of the contract.
2. The CO shall give written notice to the Contractor of any breach of the warranties in paragraph a. of this clause within **thirty (30) days** after discovery of any defect.
3. Within a reasonable time after such notice, the CO may either:
  - a. By written notice require the prompt correction or replacement of any supplies or part thereof (including preservation, packaging, packing and marking) that do not conform with requirements of the contract within the meaning of paragraph a. of this clause; or
  - b. Retain such supplies, whereupon the contract price thereof shall be reduced by an amount equitable under the circumstances and the Contractor shall promptly make appropriate payment.
4. When return, correction or replacement is required, the CO shall return the supplies and transportation charges and responsibility for such supplies while in transit shall be borne by the Contractor. However, the Contractor's liability for such transportation charges shall not exceed an amount equal to the cost of transportation by the usual commercial method of shipment between the designated destination point under the contract and the Contractor's plant and return.
5. If the Contractor does not agree as to his responsibility to correct or replace the supplies delivered, he shall nevertheless proceed in accordance with the written request issued by the CO under paragraph 3 above to correct or replace the defective or nonconforming supplies. In the event it is later determined that such supplies were not defective or nonconforming within the provisions of this clause, the contract price will be equitably adjusted. Failure to agree to such an equitable adjustment of price shall be a dispute concerning a question of fact within the meaning of the clause of the contract entitled "Dispute".
6. Any supplies or parts thereof furnished in replacement pursuant to this clause shall also be subject to all the provisions of this clause to the same extent as supplies initially delivered. Corrected parts will be warranted for a period not less than **six (6) months** starting at the time the part is received back at the user's location.
7. In case of a provisional acceptance the warranty period starts at the date of provisional acceptance and ends **twenty-four (24) months** after the date of final acceptance.
8. Failure to agree upon any determination to be made under this clause shall be a dispute concerning a question of fact within the meaning of the "Disputes" clause of the contract.



9. The rights and remedies of JFC Naples provided in this clause are in addition to and do not limit any rights afforded to JFC Naples by any other clause of the contract.

#### **60-70.507 SERVICE AND PARTS AVAILABILITY**

Unless as specified otherwise in the Technical Specifications, the Contractor will maintain and furnish a source of an adequate supply of services, components, spare parts and sub-assemblies to properly maintain the supplies for a minimum of **five (5) years** from Contract Effective Date.

#### **60-70.508 VARIATION IN QUANTITY**

No variation in the quantity of any item called for by the contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packaging, or allowances in manufacturing processes and then only to the extent, if any, specified elsewhere in contract.

### **60-70.6 – PERFORMANCE SECTION**

#### **60-70.601 DISPUTES**

1. All disputes arising out of the performance of the contract will be settled through amicable settlement between the CO and the Contractor.

2. Should the CO and the Contractor fail to come to an amiable settlement of the dispute, the dispute will be settled in the competent Court of the Host Nation, arbitration councils included, unless otherwise specified in the contract. In case of using the judicial avenue, the Contractor shall waive the coverage of those courts corresponding to its fiscal residence in order to rise before the competent Host Nation court.

#### **60-70.602 JFC NAPLES DELAY OF WORK**

1. If the performance of all or any part of the work is delayed or interrupted by an act of the CO in the administration of the contract, which act is not expressly or implicitly authorized by the contract, or by his failure to act within the time specified in the contract (or within a reasonable time if no time is specified), an adjustment shall be made for any increase in the cost of performance of the contract caused by such delay or interruption and the contract modified in writing accordingly. Adjustment shall be made also in the delivery or performance dates and any other contractual provision affected by such delay or interruption. However, no adjustment shall be made under this clause for any delay or interruption

- a. to the extent that performance would have been delayed or interrupted by any other cause, including the fault or negligence of the Contractor; or
- b. for which an adjustment is provided or excluded under any other provision of the contract.

2. No claim under this clause shall be allowed

- a. for any costs incurred more **than twenty (20) days** before the Contractor shall have notified the CO in writing of the act or failure to act; and
- b. unless the claim in an amount stated, is asserted in writing as soon as practicable after the termination of such delay or interruption, but not later than the date of final payment under the contract.

3. No claim under this clause shall be allowed for any delay resulting from the restriction of access to JFC Naples facilities as a consequence of the conduct of security or safety exercises provided that such restrictive measures do not exceed five (5) work days over a year period, and that the access restrictions are notified by the CO, in writing, to the Contractor at least seven (7) days prior to their implementation.

#### **60-70.603 LIQUIDATED DAMAGES**

In lieu of actual damage the Contractor shall pay to JFC Naples as fixed, agreed, and liquidated damages for each calendar day of delay, 0.1% of the total contract price, less handling, transportation and taxes, to a maximum of 10% of the contract price. Alternatively, JFC Naples may terminate the contract in whole or in part as provided in Paragraph 1. of the Termination for Default Clause (60-70.605) and in that event the Contractor shall be liable, in addition to the excess costs provided in Paragraph 2 of the Termination for Default Clause, for such liquidated damages accruing until such time as JFC Naples may reasonably obtain delivery or performance of similar supplies or services. The Contractor shall not be charged with liquidated damages when the delay arises out of causes beyond the control and without the fault or negligence of the Contractor, as defined in Paragraph 3. of the Termination for Default Clause and in such

event, subject to the Disputes clause, the CO shall ascertain the facts and extent of the delay and shall extend the time for performance of the contract when in his judgement the findings of fact justify an extension.

**60-70.604 TERMINATION FOR CONVENIENCE**

1. The performance of work under the contract may be terminated by JFC Naples in accordance with this clause in whole, or in part, whenever the CO shall determine that such termination is in the best interest of JFC Naples. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

2. After receipt of a Notice of Termination and except as otherwise directed by the CO, the Contractor shall:

- a. Stop work under the contract on the date and to the extent specified in the Notice of Termination;
- b. Place no further orders or sub-contracts for material, services or facilities, except as may be necessary for completion of such portion of the work under the contract as is not terminated;
- c. Terminate all orders and sub-contracts to the extent that they relate to the performance of work terminated by the Notice of Termination;
- d. Settle all liabilities and all claims arising out of such termination of orders and sub-contracts, with the approval or ratification of the CO, to the extent he may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title and deliver to JFC Naples in the manner, at the times, and to the extent, if any, directed by the CO:
  - (1) The fabricated parts, work in process, completed work, and
  - (2) The completed or partially completed plans, drawings, information, and other property which, if the contract has been completed, would have been required to be furnished to JFC Naples;
- f. Complete the performance or complete the part of the performance that at the time the Notice of Termination is received still needs to be completed.

3. After receipt of a Notice of Termination, the Contractor shall submit to the CO his termination claim, in the form and with certification prescribed by the CO. Such claim shall be submitted promptly but in no event later than ninety (90) days from the effective date of termination. Upon failure of the Contractor to submit his termination claim within the time allowed, the CO may determine, on the basis of information available to him, the amount, if any due to the Contractor by reason of the termination and shall thereupon pay to the Contractor the amount so determined.

4. Subject to the provisions of Paragraph 2c., the Contractor and the CO may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination of work pursuant to this clause, which amount or amounts may include a reasonable allowance for profit on work done; provided that such agreed amount or amounts exclusive of settlement costs shall not exceed the total contract price as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not terminated.

5. In the event of the failure of the Contractor and the CO to agree as provided in Paragraph 2d upon the whole amount to be paid to Contractor by reason of the termination of work pursuant to this clause, the CO shall pay to the Contractor the amounts determined by the CO.

6. Unless otherwise provided for in the contract, or by applicable statute, the Contractor, from the effective date of termination and for a period of three years after final settlement under the contract, shall preserve and make available to JFC Naples at all reasonable times at the office of the Contractor but without direct charge to JFC Naples, all his books, records, documents and other evidence bearing on the costs and expenses of the Contractor under the contract and relating to the work terminated hereunder, or to the extent approved by the CO, photographs, micro-photographs, or other authenticated reproductions thereof.

**60-70.605 TERMINATION FOR DEFAULT**

1. JFC Naples may by written notice of default to the Contractor, terminate the whole or any part of the contract if any one of the following circumstances:
  - a. If the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
  - b. If the Contractor fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms and in either of these two circumstances does not cure such failure within a period of ten days (or such longer period as the CO may authorise in writing) after receipt of notice from the CO specifying such failure.
2. In the event JFC Naples terminates the contract in whole or in part as provided in Paragraph 1 of this clause, JFC Naples may procure supplies or services similar to those so terminated and the Contractor shall be liable to JFC Naples for any excess costs for such similar supplies or services. The Contractor shall continue the performance of the contract to the extent not terminated under the provisions of this clause.
3. The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or gross negligence of the contractor.
4. If the contract is terminated as provided in Paragraph 1. of this clause, JFC Naples, in addition to any other rights provided in the clause, may require the Contractor to transfer title and deliver to JFC Naples in the manner and to the extent directed by the CO:
  - a. Any completed supplies and
  - b. Such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information and contract rights (hereinafter called "manufacturing materials") as the Contractor has specifically produced or specifically acquired for the performance of such part of the contract as has been terminated; and the Contractor shall, upon direction of the CO, protect and preserve property in the possession of the Contractor in which JFC Naples has an interest. Payment for completed supplies delivered to and accepted by JFC Naples shall be at the contract price. Payment for manufacturing materials delivered to and accepted by JFC Naples and for the protection and preservation of property shall be in an amount agreed upon by the Contractor and CO; failure to agree such amount shall be a dispute concerning a question of fact within the meaning of the clause of the contract entitled "Disputes". JFC Naples may withhold from amounts otherwise due the Contractor for such completed supplies or manufacturing materials such sum as the CO determines to be necessary to protect JFC Naples against loss because of outstanding liens or claims of former lien holders.
5. If, after notice of termination of the contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of JFC Naples, be the same as if the notice of termination had been issued pursuant to such clause. If, after such notice of termination of the contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and if the contract does not contain a clause providing for termination for convenience of JFC Naples the contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly; failure to agree to any such adjustment shall be a dispute concerning a question of fact within the meaning of the clause of the contract entitled "Disputes".
6. Both parties are under duty of good faith. The contract includes not only the specific terms, but also law and customary practice applicable in the place where the contract is to be carried out and to the Type of Trade to which the contract relates.

**60-70.606 SPECIAL TERMINATION CLAUSE**

1. If at any time while the contract is in force either party finds itself in one of the following situations:
  - a. Death, supervened incapacity or extinction of its legal entity;
  - b. Declaration of bankruptcy, reorganisation of debts, take over by a trustee, or any other legal status implying lack of capacity to enter new financial liabilities;

- c. Change of activity in such a manner that it becomes incompatible with the purpose of the contract.

2. Then the other party shall be entitled to terminate the contract upon giving written notice of termination under the provisions of this clause to the other party. Such termination shall not be considered as termination for convenience and shall be effective on the date stated on the notice of termination.

#### **60-70.607 CONTRACTOR NOTICE OF DELAY**

In the event the Contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract delivery schedule or date, he shall immediately notify the CO in writing, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by JFC Naples of any delivery schedule or date, or of any rights or remedies provided by law or under the contract.

#### **60-70.608 STOP WORK ORDER**

1. The CO may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by the contract for a period of ninety (90) days after the order is delivered to the Contractor and for any further period to which the parties may agree. Any such order shall be specifically identified as Stop Work Order issued pursuant to this clause. Upon receipt of such an order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of ninety (90) days after a stop work order is delivered to the Contractor, or within any extension of the period to which the parties shall have agreed, the CO shall either:

- a. Cancel the stop work order, or
- b. Terminate the work covered by such order as provided in the "Termination for Convenience" clause of the contract.

2. If a stop work order issued under this clause is cancelled, or the period of the order or any extension thereof expires, the Contractor shall resume work. An equitable adjustment shall be made in the delivery schedule or contract price, or both, and the contract shall be modified in writing accordingly, if:

- a. The stop work order results in an increase in time required for, or in the Contractor's cost properly allowable to, the performance of any part of the contract and
- b. The Contractor asserts a claim for such adjustment within thirty (30) days after the end of the period of work stoppage; provided that, if the CO decides the facts justify such action, he may receive and act upon any such claim asserted at any time prior to final payment under the contract.

3. If a stop work order is not cancelled and the work covered by such order is terminated for the convenience of JFC Naples the reasonable costs resulting from the stop work order shall be allowed in arriving at the termination settlement.

### **60-70.7 – COPYRIGHT SECTION**

#### **60-70.701 SOFTWARE RELEASES AND UPDATES**

RESERVED

#### **60-70.702 RIGHTS IN TECHNICAL DATA AND COMPUTER SOFTWARE**

RESERVED

#### **60-70.703 TECHNICAL BROCHURES AND MAINTENANCE PLANNING**

The contractor shall provide 2 sets, (1 in English and 1 in the Host Nation Language) of the technical specifications and maintenance programmes (compatible with JFC Naples Planned Preventive Maintenance) for any installed equipment. These documents shall be submitted with the as-built drawings, or to a previously agreed schedule.

#### **60-70.704 NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT**

RESERVED

**60-70.705 PATENT INDEMNITY**  
RESERVED

**60-70.8 – CONSTRUCTION SECTION**

**60-70.801 PERFORMANCE BONDS**  
RESERVED

**60-70.802 COMMENCEMENT, EXECUTION AND COMPLETION OF WORK**

1. Unless the dates and the implementation schedule for the execution of the contract are set in the contract, the contractor will commence work within thirty (30) work days after the date of his acceptance of the contract or after receipt of the Notice to Proceed. The contractor will complete the entire work, ready for acceptance and use, within forty-five calendar days.
2. The time for completion of the work shall include final clean-up of the site.
3. The contractor shall report in writing to the CO any weather inclemency which may preclude the continuation of work in accordance with the Host Nation requirements. The final date of the works completion shall be corrected in accordance with the provisions of that document.

**60-70.803 ON-SITE UTILITIES**

1. Electricity shall be supplied by JFC Naples for the duration of the work. The Contractor shall supply electric power cables and temporary distribution boards to the work areas at own expense. All connections to electrical distribution boards shall be made by JFC Naples after a ten (10) work days' notice. There will be no charge to the Contractor for this connection service. If the distribution board has insufficient capacity (physical size or current), the Contractor shall propose a temporary board, to be supplied, fitted and removed upon completion of the work by the Contractor.
2. If an interruption of utilities is necessary, for any reason, the Contractor shall request written approval at least ten (10) work days prior to the desired interruption. The time and duration of an interruption shall be coordinated with the CO or his designated representative.

**60-70.804 STORAGE**

The storage of the Contractor's tools, equipment and material shall be the Contractor's responsibility and shall be confined to a designated area. Access to this area is possible only during working days and normal working hours, unless coordinated with the CO. The Contractor has sole responsibility for the security of his stored equipment and supplies.

**60-70.805 SITE PROTECTION**

1. When work and atmospheric conditions are a source of danger, the Contractor shall supply and take all necessary measures: barriers, night lighting and warning signs for personnel safety and the protection of NATO property. Temporary structures, such as ladders or scaffolding, which present a security hazard to the premises or a safety hazard to persons, shall be removed at the end of working hours.
2. When required extinguishers or fire blankets shall be provide by the Contractor and placed in a convenient work area.
3. During the work, the site shall be kept clean and tidy. After completion of the work, the site shall be thoroughly cleaned by the Contractor and free from all debris. Debris shall be removed from the area at no additional cost.
4. The Contractor shall repair at their expense any damage caused by their work to buildings, equipment, services, utilities, roads, grassed and other areas.

**60-70.806 WORKS AND VARIATIONS**

1. No excavation, penetration, drilling, etc. will be started by the Contractor without a formal permit from the CO.
2. For all works the Contractor shall, prior to performing any excavation, penetration, drilling, etc., request and obtain from the CO the location of any known existing buried utilities, such as cables, piping, or communication lines. Additionally, prior to any such work, a metal, cable or water-detecting device shall be used to confirm the route of the buried services.

3. Hand excavation methods will be used in the vicinity of known existing services to ensure protection and care of the existing utility lines. Any unknown cable, pipe or fittings exposed by the contractor during excavation work shall be brought to the CO's attention and if directed by the CO registered in the as built drawings.

4. At any time, the contractor is to point out to the CO any omissions or inaccuracies he encounters before or during the execution of the works. If the contractor wishes to offer an alternative solution to any problem, he may submit any additions, subtractions or alternative solutions to the CO. A contract modification or a supplementary call order may then be issued to cover any amendments as applicable.

**60-70.807 NATO PROVIDED DRAWINGS**

RESERVED

**60-70.808 AS-BUILT DRAWINGS**

AS Built/as installed drawings are to be provided upon completion of the work(s).



HEADQUARTERS ALLIED JOINT FORCE COMMAND NAPLES  
 QUARTIER GENERAL DU COMMANDEMENT INTERALLIE DE  
 FORCES INTERARMEES NAPLES

Via Madonna del Pantano, 80014 Giugliano in Campania, Loc.  
 Lago Patria, Naples, Italy

### PART III

#### STATEMENT OF WORK and TECHNICAL SPECIFICATIONS

RFQ-JFCNP-24-06

RENTAL OF TWO PRINTERS AT JOINT FORCE COMMAND NAPLES HQ

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## 1. BACKGROUND AND SCOPE OF WORK

Allied Joint Force Command Headquarters Naples (JFCNP) is looking for a Company able to furnish the necessary workforce, materials tools, supervision and management, providing the service in accordance with the specified requirement hereafter for rental of two colour printer machines. The service shall be run and coordinated with the JFCNP Contracting Officer Technical Representative (COTR) nominated by the JFCNP Contracting Officer.

The Contractor shall manage the total service effort associated with the operations, maintenance, repair, installation, and all other services required herein to ensure fully adequate and timely completion of these services.

## 2. QUALITY STANDARDS

Unless otherwise specified by NATO or the manufacturer of the applicable products and/or systems, the Contractor shall perform all works (and use material and repair parts) that meet EU/ISO/NATO standards. When required, the Contractor shall demonstrate that the service meets the appropriate standards.

JFCNP reserves the right to inspect and approve all material used in the performance of the contract requirements, and where standards are not satisfactory, JFCNP may require the contractor to use other materials or products necessary to the proper performance of the contract.

## 3. TERMS OF THE CONTRACT

This rental contract is to be considered in the “**ALL-INCLUSIVE FORMULA**”, including the transportation costs, installation, training, guarantee with the technical intervention on site for both ordinary and extraordinary maintenance, ink cartridges, spare parts, and a predetermined number of copies (both in colour and b/w).

## 4. DESCRIPTION OF SERVICES

### Scope of the Contract

The aim of this bid is to award a contract for rental of two colour printer machines at JFCNP in Lago Patria (Giuliano in Campania - Naples). The Contractor will be responsible in full for the services provided and for the management and technical requirements connected to service around the designated areas.

The type of service and the terms of provision thereof are generally described in these specifications.

Under the supervision of the JFC Naples management, the Contractor will make every effort to detect problems connected with service performance and strive to solve them in view of ensuring the best possible sanitary and qualitative levels of the service provided.

Any maintenance intervention is to be planned and coordinated in advance with the COTR, prior to the initiation of any work. The Contractor shall provide all labour, material, equipment, instruments, special products or any other item that may be required to execute the work in a professional manner, inclusive of the technical management and supervision of the work site and specialized labour. Make equipment/systems downtime and operational rates log chart available to the COTR monthly for review. The COTR shall inform the Contracting Officer when a printer machine has not been functioning for fourteen (14) calendar days, at the standard set forth and agreed to under this contract. Upon the recommendation of the COTR, the Contracting Officer may require the Contractor to replace the non-complaint machine at no additional cost to NATO.

## 5. PRINTING MACHINES SPECIFICATIONS

Technical specifications for Printer #1 and Printer #2



| PRINTER #1 |                                                                                                                                                                                                                                             |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.         | Image resolution: 2400 x 2400dpi                                                                                                                                                                                                            |
| b.         | Printing speed: 90ppm A4/minute (colour) from 80 g/m2 to 400 g/m2 (front/back) on plain and coated paper                                                                                                                                    |
| c.         | Registration tolerance +/- 0,5 (front/back)                                                                                                                                                                                                 |
| d.         | 2 sided printing A4: 52.3 – 400 g/m2 (front/back)                                                                                                                                                                                           |
| e.         | Paper weight: 52.3 to 400 g/m2                                                                                                                                                                                                              |
| f.         | Minimum paper size: A6                                                                                                                                                                                                                      |
| g.         | Maximum paper size: 330 x 480 mm, banner bypass 330x660mm paper coated                                                                                                                                                                      |
| h.         | Paper type: thin, plain, heavy, recycled, colour, pre-punched, bond paper, transparency, labels, tab paper, coated, texture paper, vellum, carbonless paper.                                                                                |
| i.         | Finisher with a paper clip 100 sheets of A4 and AR, 50 sheets A3                                                                                                                                                                            |
| j.         | Booklet saddle stitch staple capacity: 2-30 sheets (80 g/m2)                                                                                                                                                                                |
| k.         | Staple position: corner, double, booklet saddle stitch                                                                                                                                                                                      |
| l.         | Adjustable paper tray: from A6 to 330 x 480 mm                                                                                                                                                                                              |
| m.         | Paper tray: at least 4 (at least 2 trays with paper feeding with side blown and air aspiration).                                                                                                                                            |
| n.         | Decurling                                                                                                                                                                                                                                   |
| o.         | Controller Efi Fiery                                                                                                                                                                                                                        |
| p.         | Network protocol TCP/ IP,APPLETALK, bonjour support, SMB                                                                                                                                                                                    |
| q.         | CPU: Intel core i5                                                                                                                                                                                                                          |
| r.         | RAM: 8 GB                                                                                                                                                                                                                                   |
| s.         | Hard drive: 1 TB                                                                                                                                                                                                                            |
| t.         | PDL: PS3, Hot folder                                                                                                                                                                                                                        |
| u.         | External print server, provided with monitor (21" minimum), keyboard, mouse and stand for graphic user interface                                                                                                                            |
| v.         | Graphics art pro package: Spot Pro, Image Viewer, Preflight Pro, Post Flight and Control Bar, Impose, Compose, EFI Color profile                                                                                                            |
| w.         | Spectrometer for paper and supports gauging                                                                                                                                                                                                 |
| x.         | Production scanner integrated: 100 – 600 dpi – support type: ADF + Flatbed– original maximum size: ADF 305 X 431,8 mm, Flatbed 305,8 x 457,2 file type: pdf, jpeg, tiff - OCR                                                               |
| y.         | Front / back registration adjustment automatic                                                                                                                                                                                              |
| z.         | Perfect binder: glue and bind on-line production of books up to 200 pages (sheets 80 g/m <sup>2</sup> weight) with the possibility of cutting on three sides of complete book. Possibility of inserting covers with a weight up to 400 gsm. |
| aa.        | 5 <sup>th</sup> Station colour white. Printing with four colours + white in a single paper pass with the 5 <sup>th</sup> Station Colour                                                                                                     |

| PRINTER #2 |                                                                                                                                                                                                                                             |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.         | Image resolution: 2400 x 2400dpi                                                                                                                                                                                                            |
| b.         | Printing speed: 90ppm A4/minute (colour) from 80 g/m2 to 400 g/m2 (front/back) on plain and coated paper                                                                                                                                    |
| c.         | Registration tolerance +/- 0,5 (front/back)                                                                                                                                                                                                 |
| d.         | 2 sided printing A4: 52.3 – 400 g/m2 (front/back)                                                                                                                                                                                           |
| e.         | Paper weight: 52.3 to 400 g/m2                                                                                                                                                                                                              |
| f.         | Minimum paper size: A6                                                                                                                                                                                                                      |
| g.         | Maximum paper size: 330 x 480 mm, banner bypass 330x660mm paper coated                                                                                                                                                                      |
| h.         | Paper type: thin, plain, heavy, recycled, colour, pre-punched, bond paper, transparency, labels, tab paper, coated, texture paper, vellum, carbonless paper.                                                                                |
| i.         | Finisher with a paper clip 100 sheets of A4 and AR, 50 sheets A3                                                                                                                                                                            |
| j.         | Booklet saddle stitch staple capacity: 2-30 sheets (80 g/m2)                                                                                                                                                                                |
| k.         | Staple position: corner, double, booklet saddle stitch                                                                                                                                                                                      |
| l.         | Adjustable paper tray: from A6 to 330 x 480 mm                                                                                                                                                                                              |
| m.         | Paper tray: at least 4 (at least 2 trays with paper feeding with side blown and air aspiration).                                                                                                                                            |
| n.         | Decurling                                                                                                                                                                                                                                   |
| o.         | Controller Efi Fiery                                                                                                                                                                                                                        |
| p.         | Network protocol TCP/ IP,APPLETALK, bonjour support, SMB                                                                                                                                                                                    |
| q.         | CPU: Intel core i5                                                                                                                                                                                                                          |
| r.         | RAM: 8 GB                                                                                                                                                                                                                                   |
| s.         | Hard drive: 1 TB                                                                                                                                                                                                                            |
| t.         | PDL: PS3, Hot folder                                                                                                                                                                                                                        |
| u.         | External print server, provided with monitor (21" minimum), keyboard, mouse and stand for graphic user interface                                                                                                                            |
| v.         | Graphics art pro package: Spot Pro, Image Viewer, Preflight Pro, Post Flight and Control Bar, Impose, Compose, EFI Color profile                                                                                                            |
| w.         | Production scanner integrated: 100 – 600 dpi – support type: ADF + Flatbed– original maximum size: ADF 305 X 431,8 mm, Flatbed 305,8 x 457,2 file type: pdf, jpeg, tiff - OCR                                                               |
| x.         | Front / back registration adjustment automatic                                                                                                                                                                                              |
| y.         | Perfect binder: glue and bind on-line production of books up to 200 pages (sheets 80 g/m <sup>2</sup> weight) with the possibility of cutting on three sides of complete book. Possibility of inserting covers with a weight up to 400 gsm. |

## 6. REGULATION OF SERVICES

The contractor shall comply with all relevant Italian and European Union legislation related to matters such as but not limited to employment, social security, health & safety, fiscal, and personnel administration.

## 7. REGULATION OF SERVICES

The service indicated in these specifications will be executed in full autonomy by the Contractor who is therefore considered the legal owner of any eventual waste produced and is legally and financially responsible for the correct waste disposal in accordance with Ital rules and regulations.

The Contractor will provide a container for special waste disposal, for the storage of waste materials and will be obliged to empty the container at his own expenses.

The contractor must furnish to the COTR the 4<sup>th</sup> copy of the “*Formulario di identificazione dei rifiuti (FIR)*” produced and correctly disposed of in full compliance with the law.

## 8. DAMAGED PARTS

The Company shall be responsible for restoring and/or relocating systems and equipment to their original location at no additional costs. The Company shall be responsible for ensuring cleanliness of the work site at all times, repairing any damages and ensuring the safety of works in progress. If the Company does not fulfil its duties regarding cleaning and/or the removal of material and/or debris within 72 hours from notice to do so, the Contracting Officer may have this work carried out by third parties, said work to be charged to the Contracted Company.

## 9. DESCRIPTION OF WORKS

The following is a list of the typical works to be performed during a contractual year. The works listed are not exhaustive and are to be considered as the minimum contractual requirements. The Company shall carry out any additional work that may be required to ensure the printing service is always at highest standard at no additional costs.

**Working hours.** The Contractor shall perform repair work, preventative maintenance, and any other operations in accordance with specifications, providing for such service only qualified personnel, during normal business hours 24 hours a day seven days a week (24/7).

**Operational and preventative maintenance.** The Contractor shall perform Operational and Preventative Maintenance Tasks (PMT) to both printers, including inspections, cleaning, lubrication, adjustment, calibration, and routine parts/component replacement required to minimize failure, breakdown, and deterioration of equipment at least twice a month (or at the request of the COTR) . All equipment must be tagged with date PMT was performed.

**Extraordinary maintenance.** Extraordinary maintenance interventions, in addition to those envisaged by the described program, will be carried out only if actually essential, without specific request of the COTR. Each of these interventions is to be authorized in advance and in writing by the COTR.

**Emergency Repairs.** Non-operability of either of the two colour printer machines shall be classified as emergency repair. The Contractor shall ensure the emergency response not later than **24 hours**. The Contract shall be required to perform emergency repairs also during on non working days, i.e. **Saturday and Sundays and Official Bank Holidays** as determined by NATO, at **no additional cost**.

**Material Acquisition, Supply and Storage.** The Contractor shall maintain sufficient material, inventory and equipment to support Repair work requirement. The Contract will be requested to store such material at the Reprographic store. Lack of material or equipment shall not relieve the Contractor in providing and complete Repair Work within the time limits specified.

## 10. TRAINING AND INSTRUCTION COURSE

**Training and instruction course** on site at JFCNP for five persons, in English, at no additional cost.

**Training basic course on Corel Draw** for five persons, in English. At the end of the training program, the personnel must have learned to manage, in total autonomy and in complete freedom, any graphic project: from the business card to the creation of customized graphic products, at no additional cost.

**Training basic course on Adobe Photoshop** for five persons, in English. The training program has to address the topics that are the basis of the use of Photoshop to provide an overview of its operation. The course also has to address the key topics related to digital imaging, to allow even those who already use the software to fill in any gaps, at no additional cost.

**Training advanced course on Corel Draw** for five persons (at least one year after the basic course), in English. The course should be aimed at achieving a thorough knowledge of the advanced tools available in Corel Draw, through the creation of illustrative exercises to speed up the learning of theoretical concepts, at no additional cost.

**Training advanced course on Adobe Photoshop** for five persons (at least one year after the basic course), in English. The course will focus on how to process images and photographs with complex photo editing via Camera Raw, optimize the creative workflow, make advanced selections with layer, vector and crop masks, make corrections on portraits and human figures, make complex colour corrections and learn about the interaction of Photoshop with video, at no additional cost.

## 11. TRANSPORT OF DEBRIS

All the refusal material must be carried out to the debris. The work indicated in these specifications will be executed in full autonomy, at no NATO costs. The Contractor is therefore considered the legal owner of any eventual waste produced, is legally and financially responsible for the correct disposal of it. The Contractor must produce and correctly disposed, the 4th copy of the "Formulario di identificazione dei rifiuti".

## 12. CHANGES TO THE EXECUTION OF THE SERVICE

If it should become necessary to effect changes in the course of the service that differ from the works as specified in the Contract, the Contractor shall notify the CO and the COTR in writing of any modifications to the service. The CO will coordinate the change with the COTR, and if approved they will provide the written change to the Contractor.

For purposes of full compliance with the contract specifications, if any unauthorized service and/or installations, etc. are performed that differ from the contractual specifications, the Contractor shall be held responsible for all costs related to these charges.

## 13. SAFEGUARDING EXISTING EQUIPMENT

The Contractor shall be responsible for safeguarding existing systems, such as electrical and telephone lines, internal and external finishing such as walls, doors and windows, furnishings such a permanent and mobile items of any nature and type.

In accepting this contract, the Contractor pledges to reimburse the Headquarters for any expenses it may have to sustain to repair any damages caused to these systems by the Contractor.

The Contractor shall inform the COTR as promptly as possible of the removal, relocation and replacement of any existing parts or equipment.

## 14. INSPECTIONS

Upon completion of all works, the COTR will inspect the areas for final acceptance. All inspections requested by the COTR are to be performed by and at the expense of the Contractor. The Contractor shall provide specialised labour, material and instruments for such inspections. Any material considered to be defective, because of incorrect application or other reasons, shall be replaced immediately, at no cost for NATO.

**15. ACCIDENT PREVENTION**

In signing this Contract, the Contractor states that it is knowledgeable of current legislation on the prevention of Occupational Accidents and that it assumes full civil and criminal responsibility for any incidents resulting from non-compliance to the clauses of the in forced laws.

**16. CONTRACTOR WORK RELATED RESPONSABILITIES:**

Without detriment to the fact that the Contractor is directly responsible for the work, the following requirements shall also be fulfilled:

**15.1 Works area**

The works are to be performed in military installations having operational requirements of primary importance and thus access may be restricted.

The Contractor shall comply with existing regulations and limitations and isolate the areas of work.

The Contractor shall be considered as the sole entity responsible for any damages resulting, directly or indirectly, from pollution of the air, or contamination of the water and soil. The Contractor shall be responsible for any costs related to works required to avoid this occurrence.

Upon completion of the works, the areas where work has been conducted shall be restored to their original condition.

**15.2 Conduct and Supervision of works**

The Contractor shall conduct the works personally and in a continuous manner or have a representative to perform these duties.

The Contractor shall in respect of the nature of the works and in compliance with laws in force, appoint a Technical Director. This person shall be responsible for all activities of a civil or criminal nature connected with the execution and safety of the works and the construction site.

**15.3 Regulations governing personnel**

The Contractor shall provide the names of personnel assigned to the works for approval of the Contracting Officer.

The Contracting Officer reserves the right to request - at any time - the expedient removal of any personnel deemed as unsatisfactory and immediately replace him/her at no additional cost for NATO.

**17. SECURITY REQUIREMENTS**

The Contractor personnel and equipment shall meet the required security requirements in order to have access to JFC Naples premises.

In accepting the works, the Contractor shall be considered as being fully aware of the environmental status of the area in which the works are to be carried out. It is understood that as part of the responsibilities of the Contractor, the latter shall comply with all existing limitations connected with the military activity and security of the site in which the works are to take place.

Access shall be denied to all personnel refusing to undergo confirmation of identity, personal search, search of accompanying property and delivery of all documentation required in respect of anti-mafia discriminations. The Contractor shall be responsible for any consequent obstacles, delays and executive impediments related to the above.

Complete compliance with the laws in force on the safeguarding of 'Military Secrecy'. The Contractor shall be responsible for any transgressions committed by the Company and by its personnel involved in the design and performance of the works.

For all access and security requirements, the Contractor shall provide the required data to the COTR to ensure personnel and equipment have access to the NATO sites when required under to fulfil contractual requirements.

The COTR will be informed immediately of any changes in Contractor personnel (to include full name, date of birth and National ID card number).

## **18. NATO FURNISHED PROPERTY AND SERVICES**

### **NATO Furnished Land And Facilities:**

JFCNP will provide the following to the Contractor:

Existing facilities will be furnished to the Contractor for storage of routine spare parts and consumable spare parts, at no cost to the Contractor and at the Contractor's own risk.

Electricity needed to accomplish the works described in this specification as well as for the lighting of the storage areas will be furnished at no cost to the Contractor.

### **Contractor's Responsibilities:**

The Contractor shall assume responsibility and accountability for any and all machines, spare parts and waste generated in performance of this contract.

The Contractor shall ensure that all waste materials are removed from JFCNP promptly (i.e., at completion of service call).

The Contractor commits to deliver the hard drivers in the printer machines to the COTR at the end of the contract, which will become the exclusive property of JFCNP, and may dispose of them for its own use, and the possible destruction for data security at no additional costs.

### **Contractor Furnished Items:**

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to manage and perform the Security System Maintenance.

The Contractor shall ensure that all required materials and parts are readily available for repair of the systems and equipment identified in the contract within the time frames as stated in section of recurring work, PM, repair and service call requirements. The Contractor shall at his/her expense provide any additional or modern equipment item that may be required to properly perform the requirements of this contract.

Parts/Equipment's Replacement Requirements. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. All parts and materials shall be standard products of manufactures regularly engaged in the production of such products. When disputes arise concerning suitability of material, equipment, and components selected for work items which have already been accomplished, the Contractor shall, at no additional cost to NATO, remove, replace, rework material, equipment, and components until compliance with the NATO requirements are satisfied.

## **19. CONTRACTOR PERFORMANCE REQUIREMENTS AND REPORTING**

Specify by position (include name(s) if known) and contact information the JFCNP representative(s) who will administer the technical, administrative, and/or financial aspects of the solicitation or SOW.

The Contractor shall provide regular reports on the work being done. Specify the content and frequency of the report, and to whom it is sent. This is especially important if the solicitation or SOW covers multiple months or years, and/or the work to be done encompasses routine tasks. This section also can specify how identified problems/ deficiencies and their corrective actions shall be reported.

**20. PERSONNEL REQUIRED FOR STATEMENT OF WORK**

The following key personnel shall be from a participating NATO country. The Contractor shall as a minimum provide the following key personnel to manage the Contract:

**Contract Manager (CM)** shall be assigned to the contract and have full authority for all actions under this contract, including the provision of necessary resources to perform the work and to negotiate any and all contract modifications. The Contractor shall appoint an alternate (or alternates) that will have the same authority as the CM during their absence.

**21. TIME REQUIREMENTS FOR CONTRACTOR PERSONNEL**

Contractor's personnel providing services under the contract will comply with the following requirements:

All personnel must be medically fit for duty;

Contractor personnel will not move any documents or objects left on desks or other furniture. In all cases, personnel will respect confidentiality.

Uniform – Appearance – Documents – Behavior.

Personnel shall wear clean, serviceable, and appropriate uniforms if necessary. The company uniform shall be worn at all times, as well as any safety equipment such as gloves or shoes, if necessary;

At all times, personnel must be in possession of ID documents. The contractor must maintain an up-to-date list of employee's names in the Headquarters P&C Office;

Personnel are expected to be professional and should at all times remain courteous and polite;

Personnel shall ensure that materials and products are installed and used correctly, and that the technicians are fully trained in the maintenance and repair of security system equipment's;

Personnel shall comply with all safety measures and immediately bring any problem to an inspector's and to the COTR's attention;

If an accident occurs, the Contract manager and the COTR shall immediately be informed so that the proper steps can be taken;

Except in case of emergencies, the use of JFC Naples telephones is forbidden.

**22. PLACE OF PERFORMANCE**

Place of performance is Joint Force Command Naples Headquarters, Reprographic Section, via Madonna del Pantano snc, 80014 - Giugliano in Campania Naples (ITALY) Loc. Lago Patria.



**HEADQUARTERS ALLIED JOINT FORCE COMMAND NAPLES**  
**QUARTIER GENERAL DU COMMANDEMENT INTERALLIE DE**  
**FORCES INTERARMEES NAPLES**

**Via Madonna del Pantano, 80014 Giugliano in Campania, Loc.**  
**Lago Patria, Naples, Italy**

**PART IV**  
**PRICE PROPOSAL**

**RFQ-JFCNP-24-06**  
**PROVISION OF RENTAL OF TWO PRINTERS AT JFCNP**

The Price Bid shall be submitted on following Price Proposal format.

- a. Bidders may expand on the basic breakdown by adding sub-items as deemed necessary.  
**However, the basic presentation must not change;**
- b. Bidders must note that partial bidding is not authorized;
- c. Prices shall be quoted in EURO using two decimal numbers.



NATO UNCLASSIFIED

**BASE PERIOD [2025]**

| <b>WORK<br/>ITEM</b> | <b>SERVICES PROVIDED: ALL-INCLUSIVE</b>                                                                                                                                                                                                            | <b>FIRM FIXED<br/>PRICE (EURO)</b> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| (1)                  | Including annual cost for transport, installation, training, guarantee with technical intervention on site for ordinary and extraordinary maintenance, ink cartridges, spare parts, and a predetermined number of copies (both in colour and b/w). |                                    |

**OPTION YEAR 1 [2026]**

| <b>WORK<br/>ITEM</b> | <b>SERVICES PROVIDED: ALL-INCLUSIVE</b>                                                                                                                                                                                                            | <b>FIRM FIXED<br/>PRICE (EURO)</b> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| (1)                  | Including annual cost for transport, installation, training, guarantee with technical intervention on site for ordinary and extraordinary maintenance, ink cartridges, spare parts, and a predetermined number of copies (both in colour and b/w). |                                    |

**OPTION YEAR 2 [2027]**

| <b>WORK<br/>ITEM</b> | <b>SERVICES PROVIDED: ALL-INCLUSIVE</b>                                                                                                                                                                                                            | <b>FIRM FIXED<br/>PRICE (EURO)</b> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| (1)                  | Including annual cost for transport, installation, training, guarantee with technical intervention on site for ordinary and extraordinary maintenance, ink cartridges, spare parts, and a predetermined number of copies (both in colour and b/w). |                                    |

**OPTION YEAR 3 [2028]**

| <b>WORK<br/>ITEM</b> | <b>SERVICES PROVIDED: ALL-INCLUSIVE</b>                                                                                                                                                                                                            | <b>FIRM FIXED<br/>PRICE (EURO)</b> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| (1)                  | Including annual cost for transport, installation, training, guarantee with technical intervention on site for ordinary and extraordinary maintenance, ink cartridges, spare parts, and a predetermined number of copies (both in colour and b/w). |                                    |

**OPTION YEAR 4 [2029]**

| <b>WORK<br/>ITEM</b> | <b>SERVICES PROVIDED: ALL-INCLUSIVE</b>                                                                                                                                                                                                        | <b>FIRM FIXED<br/>PRICE (EURO)</b> |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| (1)                  | Including annual cost transport, installation, training, guarantee with technical intervention on site for ordinary and extraordinary maintenance, ink cartridges, spare parts, and a predetermined number of copies (both in colour and b/w). |                                    |

**SUMMARY PRICE PROPOSAL**

|                       |                   |
|-----------------------|-------------------|
| Base Year             | _____ Euro        |
| Option Year (1) one   | _____ Euro        |
| Option Year (2) two   | _____ Euro        |
| Option Year (3) three | _____ Euro        |
| Option Year (4) four  | _____ Euro        |
| <b>TOTAL</b>          | <b>_____ Euro</b> |

Date

Stamp and Signature of Legal Representative