



BID INSTRUCTIONS FOR SUBMITTING OFFERS

The bidders must comply with the following **formal conditions**:

1. The offers must be submitted in English only.
2. Offers must be sent by two different emails addressed to competitive.bidding@ndc.nato.int:
 - a. **One email containing** the SELF DECLARATION AND ACCEPTANCE OF CONDITIONS (Annex E) and relevant documentation to be provided in support. Please note that messages exceeding the size of 30MB cannot be received by our server. Therefore, if your message exceeds the mentioned size, please send different emails indicating the referred number in the subject (1/3, 2/3 and 3/3).
 - b. **One email containing** the ECONOMICAL OFFER FORM (Annex D), filled in and signed by the legal representative of the company, with prices quoted in Euros using two decimal numbers.

Both emails must be submitted no later than **20 May 2026, 17:30 Local Time.**
Both the emails, which contain the technical and economic offer, must be sent as a password-protected ZIP file.

The passwords to access this protected file should be sent separately, the day after the submission deadline, that is on **21 May 2026, by 12:00 PM local time.**

The price offer shall be valid until 31st January 2027.

Whether the bidder cannot provide one or more of the aforementioned requested documents, it is necessary to submit an appropriate explanation and justification.

The inner emails **shall clearly indicate whether it is the Economical or Technical proposals** and should also indicate the **reference code of the Tender procedure.**

FAILURE TO COMPLY WITH ONE OR MORE OF THE ABOVE INSTRUCTIONS MAY DEEM THE OFFER NON-COMPLIANT AND THE QUOTATION NOT ELIGIBLE FOR CONTRACT AWARD.