



**EUROCORPS  
HEADQUARTER  
Quartier Aubert de Vincelles  
BP 70082  
F – 67020 Strasbourg Cedex  
G8 – P&C**

TO: SALES DEPARTMENT

**SUBJECT: Invitation for Bidding reference 26SC08**

The HQ EC Purchasing and Contracting Office has issued an Invitation for Bidding (IFB) for :  
EXERCISE PLANNING, EXECUTION AND PRODUCT DEVELOPMENT FOR COMMON  
TENACITY (CT) 26

with the details below mentioned:

**IFB Reference: 26SC08**  
**Bid Closing Date: 19/05/2026 at 17:00 Local Time.**

This IFB relates to a firm fixed-price contract for exercise planning and product development for CT26. The estimated amount for this contract is 380,000 € (VAT included).

Please find attached the following bidding documents:

- Invitation for Bid Part I
- Invitation for Bid Part I Annexes
- Contract Signature Page
- Contract Part II: General Provisions
- Contract Part III: Technical Specifications

The point of contact for any issue that may arise related to this Invitation for Bidding are outlined below:

OF-4 Raul GARCIA FERNANDEZ	Chief P&C	+33(0)388432354	<a href="mailto:g8-contract@eurocorps.org">g8-contract@eurocorps.org</a>
Mr Michaël WAHL	Purchaser	+33(0)388432969	

**I kindly request you to send via email an Acknowledgement of Receipt of this IFB indicating your intention or nor to take part in this competition.**

/// ORIGINAL SIGNED ///

OF-4 Raul GARCIA FERNANDEZ  
G8 P&C Section Chief  
HQ EC Strasbourg

**EUROCORPS HEADQUARTER STRASBOURG**

**G8 BRANCH**

**PURCHASING & CONTRACTING SECTION**

**Quartier Aubert de Vincelles – BP 70082 – F - 67020 Strasbourg CEDEX -  
FRANCE**



**CONTRACT IFB 26SC08**

**EXERCISE PLANNING, EXECUTION AND PRODUCT  
DEVELOPMENT FOR COMMON TENACITY 26**

**PART I**

**INVITATION FOR INTERNATIONAL BIDDING**

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**ANNEXES:**

- A-1 Name of Bidder
- A-2 Declaration of Authenticity and Accuracy of submitted documentation
- A-3 Price Offer
- A-4 List of required documents

## 1. GENERAL

- a. The purpose of this Invitation for Bidding is to award a **firm fixed-price contract for exercise planning and product development for Common Tenacity (CT) 26**. The estimated amount for this contract is 380,000 € (VAT included).
- b. The contractor must furnish the necessary manpower, management and supervision to provide the referred services in accordance with the provisions of the attached technical specifications (Part III).

## 2. DEFINITIONS

- a. The term “**Prospective Bidder**” shall refer to the entity that has completed and returned the Enclosure of the transmittal letter of this IFB, and has indicated thereon its intention, without commitment, to participate in the bidding
- b. The term “**IFB**” shall refer the Invitation for Bidding
- c. The term “**Bidder**” shall refer to the bidding entity that has submitted a bid in response to this IFB.
- d. The term “**Contractor**” shall refer to the bidder to whom the contract is awarded.
- e. The term “**Contracting Officer**” designates the official executing this IFB on behalf of the HQ EC.
- f. The term “**days**” as used in this bid shall, unless otherwise stated, be interpreted as meaning calendar days.
- g. The term “**HQ EC**” shall refer to the EUROCORPS Headquarters Strasbourg.
- h. The term “**SOW**” shall refer to Statement of Work.
- i. The term “**COTR**” shall refer to Contracting Officer Technical Representative

## 3. ELIGIBILITY

- a. Eligibility at the time of bidding
  - (1) At the time of bidding, Bidders must be legally authorized to operate this kind of enterprise in France.
  - (2) At the time of bidding, **Bidders must hold a valide NATO SECRET Security Clearance** and have a designated security officer.
- b. Eligibility to perform the contract
  - (1) All personnel dedicated to the execution of the contract must hold a **personal NATO SECRET Security Clearance**.

(2) **Notification of the contract will be contingent upon the contractor submitting these personal NATO SECRET security clearances certificates within a specified timeframe.** If the documents are not submitted, the contract will be awarded to the next-ranked bidder.

- c. The security clearance shall remain valid for the entire duration of the contract. It is the contractor's responsibility to seek renewal of expiring clearances in a timely manner to ensure continuation of valid security clearances for all its personnel who will perform the services under the contract awarded as a result of this IFB.

#### **4. AMENDMENT OR CANCELLATION OF BID**

- a. HQ EC reserves the right to amend or delete any one or more of the terms, conditions or provisions of the bid prior to the date set for the bid closing. An amendment or amendments to this bid will be written if deemed necessary.
- b. HQ EC reserves the right to cancel, at any time, this bid partially or in its entirety. No legal liability on the part of HQ EC for payment of any sort shall arise and in no event will a cause of action lie with any bidder for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All efforts initiated or undertaken by the bidder shall be done in consideration and acceptance of this fact. If this bid is cancelled prior to the bid opening, the bids already received will be returned un-opened to the senders upon their request.

#### **5. EXTENSION OF BID CLOSING DATE**

- a. Any bidder may request the HQ EC Contracting Officer an extension of the bid closing date. However, the request must reach the Contracting Officer, in writing, **no later than 14 calendar days prior to the bid closing date** and must include a strong justification for the request.
- b. The HQ EC Contracting Officer may grant an extension of the bid closing date at his/her own discretion. If the HQ EC Contracting Officer grants an extension of the bid closing date all the bidders will be granted the same extension.

#### **6. COMPLIANCE STATEMENT**

- a. Bidders' bids must be based on maximum compliance with the terms, conditions, and requirements of the bid and its future clarifications and/or amendments.

#### **7. ACTIVATION SCHEDULE**

- a. The activation of the service by the contractor shall be executed in such a way as to guarantee full operational availability of the services under the contract.

#### **8. DURATION OF THE CONTRACT**

- a. The contract awarded through this IFB will be effective from the date of last signature by the Parties, and it will be in force until the end of CT 26.

## 9. VALUE ADDED TAX (VAT)

- a. According to Treaty of Strasbourg (Brussels on 22 November 2004, article 26) in connexion with the Directive 2006/112/CE, 28 November 2006, on the common system of value added tax, HQ EC pays VAT in France.
- b. French companies will charge 20% VAT directly in their invoices.
- c. Foreign companies may charge 20% VAT payable in France or 0% reversed charge.

## 10. BID CLOSING DATE

- a. Bids must be received at HQ EC, Bureau G8-P&C, **not later than 19<sup>th</sup> of May 2026 at 17 hours (Central European Time)**. At that time and date the bidding will be closed. Any bid received after the aforementioned bid closing date shall be subject to the provisions of Article 14 (Late Bids) hereto.

## 11. BID VALIDITY

- a. Bids submitted shall remain valid for a period of **sixty (60) calendar days** counted from the bid closing date. HQ EC 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. HQ EC will automatically consider a denial as a withdrawal of the bid.

## 12. BIDS SUBMISSION

- a. Bids shall be submitted in the English language. The original certificates issued by the bidder's national authorities shall be delivered in accordance with the specifications set up in Article 15. In the event of inconsistency between any terms of this contract and any translation thereof into another language, the English language meaning shall control.
- b. Bids may be submitted by **regular mail, courier or hand-carried**. Bids hand-carried or delivered there by Commercial courier and parcel-delivery companies are to be handed over on working days between **07:45 – 17:00 hours Monday to Thursday, and 07:45 to 12:15 on Fridays**, local time. The following telephone numbers will be transmitted to the carrier for appointment :

**+33 (0)3 88 43 29 69 / +33 (0)6 86 07 76 17**

- c. The time and date the bid is handed over will be recorded on the envelope or package and the delivery agent will be requested to sign the date/time endorsement, signifying his agreement as to its accuracy.
- d. Bidders shall submit their bids in two sealed envelopes containing the following documentation:
  - (1) Envelope A: Administrative documents.

- (2) Envelope B: Price Proposal and Technical Offer.
- e. The envelopes shall be submitted inside a single sealed envelope suitable for mailing and marked with the HQ EC address:
- (1) Submission by mail :  
QUARTIER GENERAL DU CORPS EUROPEEN  
Quartier Aubert de Vincelles  
Bureau G8 – P&C  
BP 70082  
67020 STRASBOURG CEDEX
- (2) Submission by courier or hand-carried **on appointment** (ref. paragraph 12.b):  
QUARTIER GENERAL DU CORPS EUROPEEN  
Quartier Aubert de Vincelles  
Bureau G8 – P&C  
4 rue du Corps Européen  
67100 STRASBOURG
- f. The inside envelopes shall be duly sealed and identified with the following markings:

<p>“NAME AND ADDRESS OF THE BIDDER”</p> <p>IFB 26SC08</p> <p>OFFER FOR CT 26</p> <p>DO NOT OPEN / SEALED BID</p> <p>TO BE OPENED BY CONTRACT AWARD COMMITTEE (CAC)</p>
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### 13. BID WITHDRAWAL

- a. A bidder may withdraw his bid up to the date and time specified for the bid closing, by written or email notice to the Contracting Officer. The bid will be returned unopened to the bidder, at his expense.

### 14. LATE BIDS

- a. The bidder must make every effort to ensure that its bid reaches HQ EC before or on the exact date and time fixed for the bid closing. Any bid received after this time is considered a late bid. Late bids shall be considered only before the contract has been awarded and on condition that their failure to arrive on time is solely the result of:
- (1) A delay in the government channels, i.e. governmental courier service or mail for which the bidder was not responsible, but only if the bid was sent not later than five (5) calendar days before the bid closing, by Registered Mail or by Certified Mail, for which an official Post Office date stamp or the receipt for

certification has been obtained. Note: commercial courier or parcel-delivery companies are not considered to be governmental channel.

(2) Mishandling by HQ personnel upon or after receipt.

- b. Other late bids cannot be considered for award; these bids will be treated as non-responsive and will be returned unopened to the bidder, at his expense.

## 15. CONTENT OF PROPOSALS

- a. The bidder may submit a digital copy of all document on a USB stick, enclosed to the sealed bid.
- b. The Contracting Authority shall accept official **documents issued by public authorities of any EU Member State** (e.g., certificates of tax compliance, social security clearance, or company registration) without requiring legalization or apostille.

Such documents may be submitted in their original language if it is English, French, German, Spanish, Polish or Dutch. A translation into English shall be requested where the content is not reasonably understandable to the Contracting Authority. Multilingual standard forms, partial translations, or clarifications may be requested if necessary.

- c. For the purposes of proving legal standing and company registration, the bidder may submit either the articles of incorporation or an equivalent official certificate or extract from a national commercial register or competent authority in accordance with Article 85(2) of Directive 2014/24/EU.
- d. In order to streamline administrative requirements, the bidder's legal representative shall compulsory sign a **Declaration of Authenticity and Accuracy of submitted documentation**. This document is attached as Annex A-2 to this IFB.
- e. If the bid is submitted by a group of economic operators (including **joint ventures, consortia, or other forms of association**), each member of the group shall individually submit all administrative and eligibility documentation required in this procedure. The group shall also designate a single representative or lead member to act on its behalf during the procedure. However, this shall not exempt individual members from their obligation to submit complete and valid documentation
- f. The proposal shall consist of the following minimum documents:

### A. ADMINISTRATIVE DOCUMENTS

The envelope containing these documents shall be sealed and marked as mentioned in Article 12 :

- (1) A **table of contents** for the entire proposal

- (2) **Bidder's name**, address, Point of Contact, phone number, e-mail address and Internet site (Annex A-1)
- (3) **Declaration of Authenticity and Accuracy** of submitted Documentation (Annex A-2)
- (4) **Power of attorney of the firm's legal representative**, justifying the scope of his/her power, registered in the Trade Register, if it is the case. **A photocopy of his/her fiscal identification or passport shall be delivered together with the power of attorney.**
- (5) **Official commercial registration** in the Country of Origin/Registration,
- (6) **Certificate from national revenue authorities** stating bidder's fulfillment of tax obligations.
- (7) **Certificate from social security authorities** stating bidder's fulfillment of social security contributions/obligations.
- (8) **Certificate from insurer** stating bidder's fulfillment of suitable civil liability insurance.
- (9) **Certificate from a bank institution** proving that the bidder and its proposed sub-contractor(s) is/are-was/were not subject to bankruptcy over the last three (3) calendar years
  - (a) Note: In case of doubt, HQ EC may request the bidder to deliver the annual nominal accounts or extract of these accounts for the past three financial years published in accordance with the legislation or practice of the country in which the bidder is registered.
- (10) **Copy of the NATO SECRET Facility Security Clearance certificate**

## **B. TECHNICAL OFFER AND PRICE PROPOSAL DOCUMENTS**

The envelope containing these documents shall be sealed and marked as mentioned in Article 12 :

- (1) **The Signature Part of the Contract** (certified digital signature or hand-written signature)
- (2) **List of Sub-Contractors (if any)**, specifying area of work, which the Bidder proposes to use for the performance of the contract. If a bidder intends to engage sub-contractor(s), the bidder shall be responsible for the sub-contractors' compliance with the same administrative and technical requirements as the ones required for the bidder.

- (3) **The list of key management personnel** proposed for the performance of the contract - both on-site and at the head office: bidders must specify name, qualification, and intended position of the proposed personnel, as well as the resumes of bidder's key management personnel to show that personnel possess the educational background, experience required to perform their tasks as established in this solicitation.
- (4) **Technical specifications** in compliance with the Invitation for Bid
- (a) The bidder shall demonstrate his/her overall understanding of the requirements stated in this IFB as well as a general understanding of the HQ EC environment in which the services will have to be performed in case of an award of a contract. This shall outline the bidder's intentions and method, which will be employed in meeting the requirements stated in this IFB. The bidder shall not merely restate the introductory paragraphs and/or the content of the SOW but shall state/explain in a narrative, concrete manner and with appropriate level of detail how the requirements will be met by the bidder in case of an award of a contract.
- g. **Corresponding Price Offer** (Annex A-3).The basic breakdown on this format is not strictly limited therefore Bidders may expand on line items provided in the price format by adding sub-line items as deemed necessary. However the basic presentation shall not change. **Prices shall be quoted in EURO currency and using two (2) decimal numbers.** The amount of Value Added Tax shall be specified separately, in according to the aforementioned rules. **If the bidder sends an offer with another price template, it may be excluded from the competition.**

## 16. SIGNATURE OF DOCUMENTS

- a. The following documents must be **sent in their original format and signed by hand or with a secure electronic signature** by an authorised representative of the company :
- (1) Contract Signature Page,  
(2) Annex A-2: Declaration of authenticity and accuracy of submitted documentation,  
(3) Annex A-3: Price Offer.

## 17. REQUEST FOR CLARIFICATION

- a. Bidders must seek any clarification as soon as possible. Such requests for clarification must be submitted to the HQ EC Contracting Officer in writing (e-mail is preferable), not later than 14 calendar days prior to the bid closing date.
- b. When a bidder requests clarification, the Contracting Officer will send the clarification to all eligible bidders after which all questions and answers will be formally incorporated into the Bid.

## 18. BID EVALUATION

- a. The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services, products and materials offered shall be the responsibility of HQ EC and shall be based on information provided by bidders. HQ EC will not be responsible for searching, locating or confirming any information, which is not clearly identified and available in the bid.
- b. Evaluation of the bids will be as follows:
  - (1) Bidders' compliance of administrative documentation listed in Article 15 hereto and Annex A-4 (administrative requirements, pass or fail)
  - (2) Evaluation of the Price and Non-Price factors, only to bidders who have passed the abovementioned evaluation process. This phase consists of two steps:
    - (a) Assessment of bid, technical submission: by the HQ EC Contract Award Committee Experts.
    - (b) Assessment of bid, price proposal: to bidders whose technical submission has been assessed compliant with the IFB requirements
  - (3) At the end of the evaluation process, the Lowest Price, Technically Compliant bidder will be proposed by the HQ EC Contract Award Committee for contract award.
- c. Bids will be evaluated taking into account the following award criteria:
  - (1) Compliance of the technical proposal to the technical specifications (**pass or fail**) regarding :
    - (a) Contractor's previous experience (Part III, Article 2.b)
    - (b) Profiles of the dedicated team (Part III, Article 2.d)
  - (2) Evaluation of the technical offer with assessment of the following items (50%):
    - (a) Understanding of the mission
    - (b) Understanding of the exercise objectives
    - (c) Understanding of the tasks
    - (d) Expertise of the dedicated team (Part III)
  - (3) **Price** that HQ EC would be required to pay to the Bidder for the work or service provided (50%)

**19. REGULARISATION AND CLARIFICATION OF BIDS DURING BID EVALUATION**

- a. Inclusion of the documents mentioned in Article 15 and Annex A-4 is mandatory for the tender to be considered valid.
- b. HQ EC reserves the right to regularise tenders failing the selection criteria. In that case, all bidders concerned will be allowed to correct their tender in a given timeframe.
- c. HQ EC reserves the right to discuss any bid with the bidders in order to clarify what is being offered and to resolve any potential areas of non-compliance.
- d. Any correction to the bids must not alter any of the tender's essential characteristics, such as technical specifications or prices.
- e. The Contract Award Committee may take into account the bidder's past contractual performance with EC. Documented evidence of serious or repeated deficiencies in the performance of prior contracts may be considered, provided that such evidence is objective, verifiable and relevant to the subject matter of the procurement.

**20. PRE-AWARD SURVEY**

- a. After the bid submission, if one or more bidder(s) is/are considered for an award of a contract, HQ EC reserves the right to conduct a survey of the bidder(s) technical, financial and facility capabilities, to include contacting appropriate National/International authorities. Bidders found responsible to have provided false documentation or information will be debarred and, therefore, denied from doing business with HQ EC.

**21. AWARD**

- a. EC Contract Award Committee will award the contract to the Bidder whose conforming proposal represent the most economical solution to EC, and demonstrates that the Bidder can fully accomplish IFB requirements.
- b. HQ EC reserves the right to negotiate the final terms and conditions of the contract before making the award.

**22. COMMUNICATION**

- a. Any administrative communication related to this IFB, between a prospective bidder and HQ EC shall be through one of the following Contracting Officers:

OF-4 Raul GARCIA FERNANDEZ	Chief P&C	+33(0)388432354	<a href="mailto:g8-contract@eurocorps.org">g8-contract@eurocorps.org</a>
Mr Michaël WAHL	Purchaser	+33(0)388432969	

- b. There shall be no contact with other HQ EC personnel. This is to maintain all bidders on equal and competitive footing.

## 23. ZERO TOLERANCE POLICY

- a. All HQ EC Purchasing and Contracting personnel observes a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. Bidders are therefore expected not to offer any gift or hospitality during any phase of the acquisition process (i.e. pre-award, award, post-award).
- b. By submitting a bid in response to this IFB the bidders implicitly certify that neither the bidders nor their agents or representatives have offered or given any gratuity whatsoever to any HQ EC personnel with a view to securing a contract or favourable treatment with regard to the award, modification or execution of any contract under this solicitation.
- c. The Contracting Officer may, by registered letter, terminate any contract awarded as a result of this solicitation at no cost to HQ EC without notice if it is found, after an investigation that gratuities such as, but not limited to entertainment and gifts were offered or given by the Contractor to HQ EC personnel with the respect to the award of any contract under this solicitation, or to the taking of any decision regarding its execution.

## 24. RESTRICTION ON DISCLOSURE AND USE OF DATA

- a. Bidders that include in their bids data that they do not want disclosed to the public for any purpose, or used by HQ EC except for evaluation purposes must mark the title page with the following legend:

*"This bid includes data that shall not be disclosed outside HQ EC and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this bid. If, however, a contract is awarded to this Bidder as a result of -- or in connection with - the submission of this data, HQ EC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit HQ EC right to use information contained in this data if it is obtained from another source without restriction."*

Mark each sheet of data it wishes to restrict with the following legend:

*"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."*

- b. Bidders that include in their bids data that they do not want disclosed to the public for any purpose, or used by HQ EC except for evaluation purposes must mark the title page with the following legend:

*"This bid includes data that shall not be disclosed outside HQ EC and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this bid. If, however, a contract is awarded to this Bidder as a result of -- or in connection with - the submission of this data, HQ EC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit HQ EC right to use information contained in this data if it is obtained from another source without restriction."*

Mark each sheet of data it wishes to restrict with the following legend:

*"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."*

///ORIGINAL SIGNED///  
OF-4 Raul GARCIA FERNANDEZ  
Purchasing and Contracting Section Chief  
G8 P&C  
HQ EC Strasbourg