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OTAN



## NATO Consultation, Command and Control Agency

### BASIC ORDERING AGREEMENT (BOA) PROGRAM

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Principal Contracting Officer  
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## Basic Ordering Agreement

A BOA is a **two-stage** contracting procedure

1. Agreement negotiation and stipulation
2. Contract execution

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## IC Procedural Framework

- The “Guidelines on the Use of Basic Ordering Agreements (BOAs)” were approved by the Infrastructure Committee and issued under document AC/4-N(96)3(3rd Revise) dated 28th February, 1997
- “Procedures for the Application and Use of BOAs” have been issued by the Infrastructure Committee for use by Infra, Customers, Industry and Host Nations (ref. AC/4-D(2002)002-REV1 of 21 May 2002).

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## Key Aspects

- Commodity (COTS Supplies and Services)
- Legal Arise of Obligation (second stage)
- Competition
- Quick Response to Operational Requirement

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## AIM OF BOA Program

NC3A's BOA Program provides:

- an accelerated and cost-effective acquisition method
- for Commercial-Off-The-Shelf products and services
- under the principles of non-discrimination and
- maximising the participation of qualified firms

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## BOA Procedures

- Procedures apply to NATO Security Investment Programme (NSIP)
- Use is subject to specific approval of Infrastructure Committee (IC)
- Acquisition under BOAs (NSIP) is normally competitive
- Minimum 2-weeks for "simple" and minimum 4-weeks for "complex" requirements
- Can be used by other programmes and funding subject to local rules and regulations

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## BOA Procedures

- Protests against Non-Compliance by lowest bidder in other cases are only possible for bids/contracts exceeding  $\pm$  EUR 100,000
- Extensions to Bid Closing at discretion of Host Nation
- Award to Lowest Compliant Bidder / BV Bidder
- Protests against Non-Compliance will not prevent contract award in the case of projects handled under Urgent Procedures unless specified by IC

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## BOA Program - NC3A Role

**NATO C3 Agency will:**

- produce a products list, as attached to AC/4-D(2002)002-REV1;
- invite national delegations at NATO to solicit participation of their national industry;
- ensure that no eligible vendor is excluded from the possibility to negotiate a BOA with the NC3A;
- report quarterly status to the nations.

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## BOA Program – Nations' Role

### Nations will:

- encourage their national industry to participate in the BOA programme;
- certify that the nominated candidates are eligible for the envisaged type of business;



## BOA Program Advantages

- Considerable reduction on commercial prices due to potential of large aggregate quantities, access to pools of engineering services or negotiation of "corporate" licencing.
- All the essential contract terms and prices are already determined by professional contracting staff. The basic conditions of contract applicable to each BOA may be based upon NATO General Provisions of contract, National government terms and conditions, competitive contracts and/or a combination of these.
- Avoids unnecessary and repeated negotiation by local purchasers (often leading to variable results)
- Standardised contract formats and contract terms and conditions for all of suppliers throughout NATO



## BOA Program Advantages

- Automated access to information from hundreds of suppliers throughout NATO on:
  - The latest IT products, services and prices.
  - Points of contact.
  - Ordering procedures.
- Most Favoured Customer pricing and terms and conditions.
- Benefits of competition in a streamlined environment. Faster and simpler processing of competitive procurements.
- Admits smaller quantity & support buys (retail quantities) by local offices at any time during currency of the BOA
- Allows simplified individual ordering (bon de commande) and payment thus reducing administration and time



## BOA Program Advantages

- Although no total quantities may be agreed, suppliers have access to a wider market with the advantage of a central negotiation and reference point in NATO C3 Agency
- It may operate irrespective of the source of authorised funds (i.e. the budget is transparent)
- Pricing and Technical information updated regularly (by firms)
- Enhances ability to obtain Global, Corporate and Site Licences



## BOA Suppliers

A list of the current NATO C3 Agency BOAs, the suppliers and general product ranges and services can be found on the NC3A Web Site <http://boa.nc3a.nato.int>



## NC3A BOA Website



<http://boa.nc3a.nato.int>  
 or via <http://www.nc3a.nato.int>



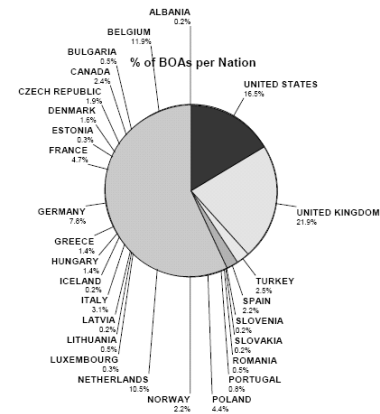
## Number of BOAs

ALBANIA	1
BELGIUM	78
BULGARIA	3
CANADA	15
CZECH REPUBLIC	12
DENMARK	10
ESTONIA	2
FRANCE	30
GERMANY	50
GREECE	9
HUNGARY	9
ICELAND	1
ITALY	20
LATVIA	1
LITHUANIA	3
LUXEMBOURG	2
NETHERLANDS	87
NORWAY	14
POLAND	28
PORTUGAL	5
ROMANIA	3
SLOVAKIA	1
SLOVENIA	1
SPAIN	14
TURKEY	16
UNITED KINGDOM	140
UNITED STATES	105

**Total: 638**



## BOA's Per Country





## CROATIAN COMPANIES WHO COMPLETED BOA DOCUMENTS

CS Computer Systems Ltd  
Zagreb



INsig2 d.o.o.  
Zagreb



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## CROATIAN COMPANIES WHO REGISTERED FOR THE BOA INFO PACK

- Croatel
- M-Profil d.o.o.
- CROZ d.o.o.
- In2 d.o.o.,
- Trilix
- Geofoto LLC
- Prospectus d.o.o.
- ING Servis & Condor
- Seno IS

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## BOA Users

BOAs are NATO wide available and can be used by:

- NATO Host Nations
- Major NATO Commands and their sub-ordinate structures
- All NATO Agencies and Organisations
- National Government Authorities of NATO Member Nations
- The majority of suppliers have agreed to extend the applicability of BOAs to designated Partnership For Peace (PFP) Nations
- Contractors performing work on behalf of NATO subsidiary bodies or any government agency of a NATO Member Nation

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## BOA Application Process

- Applications are subject to declaration of eligibility
- Information Package will be made available to companies (including letter of introduction, BOA Guidelines and draft terms and conditions) on request
- Applications should as a minimum include details of products and services, (preferred customer) prices, terms and conditions and details of partners/subsidiaries/affiliates and vendors
- Companies are also encouraged to provide an "ordering guide" which shows the step-by-step process for using/ordering-off their prospective BOA
- Company must demonstrate the process for updating and maintaining the prospective BOA.

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Further details on the scope,  
conditions, and operation of existing  
(and prospective) BOAs can be obtained from:

Mrs. Marie-Christine Vandenberghe  
NATO C3 Agency  
Directorate of Acquisition /ASG ( BOA/ Buyline Program Manager )  
Tel.: +32 (0)2 707 8370 (direct), Fax: +32 (0)2 707 8271/8770  
IVSN: 232 8370

Request BOA Info Pack from:  
Mr Brandon Knaack  
NATO C3 Agency  
Directorate of Acquisition /ASG ( BOA Web Site Coordinator )  
Tel.: +32 (0)2 707 8210 (direct), Fax: +32 (0)2 707 8770

Mrs. Marleen Descamps - De Geest  
NATO C3 Agency  
Directorate of Acquisition /ASG ( BOA Programme Coordinator )  
Tel.: +32 (0)2 707 8591 (direct), Fax: +32 (0)2 707 8271/8770  
IVSN: 232 8591

Please note, that all requests and correspondence should be sent **only** to the following email address :  
[nc3a-boa@nc3a.nato.int](mailto:nc3a-boa@nc3a.nato.int)

Using this address assures you the most expedite interface on BOA matters.

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**QUESTIONS ?**

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