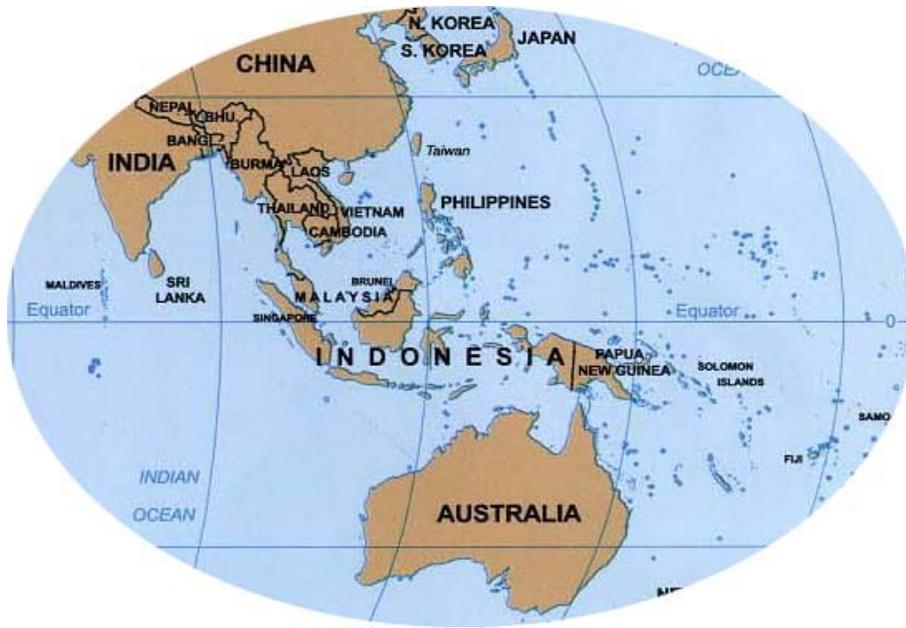




# Naval Regional Contracting Center Singapore



Information and Guidance for Contractors who are interested in conducting business with NRCC Singapore

## **Contractor's Guide**

Last updated 22 March 2004

## **FOREWARD**

1. This guide is designed to provide information and guidance to companies interested in conducting business with NRCC Singapore. It is not intended to override the terms and conditions contained in any of our solicitations.
2. We have many business opportunities considering our customer base stretches west of Hawaii to Diego Garcia, and from Hong Kong to Australia. Additionally, our area of responsibility includes ports in the Indian and Pacific Oceans and islands in the South Pacific. We also provide contracting support for visiting Seventh Fleet ships; and support various Department of Defense activities located in Singapore.
3. NRCC Singapore is committed to ensure increased competition and broadened industry participation in meeting our customer's requirements. Moreover, we actively partner with our contractors to ensure the requirements of each contract are met. Prior to award of a contract, we conduct a responsibility determination, the scope and complexity of which depends on the particular procurement, to ensure that the contractor:
  - Has adequate financial resources;
  - Is able to comply with the delivery or performance schedule;
  - Has a satisfactory performance record;
  - Has a satisfactory record of business ethics and integrity;
  - Has the necessary organization, experience, controls, and technical skills;
  - Has the necessary production, technical equipment, and facilities;
  - Are not suspended or debarred from federal procurements.
4. I am confident this guide will lead to increased contractor support for our customers and increased business opportunities for your company. Please contact the appropriate office listed in paragraph 3 of this guide should you have any questions or require guidance.

Richard Hudson  
Technical Director

**1. INTRODUCTION:** The U.S. Naval Regional Contracting Center Singapore and its detachments in Manila and Hong Kong are embracing the 21st century by improving our use of technology and streamlining our business processes. These changes in the way that we do business require cooperation amongst our contractors. Thus, if you company is interested in doing business with NRCC it must be progressive in this regard also.

**2. OUR CONTRACTING ORGANIZATION:**

- **NRCCSG Contracts Division (code N21):** Solicits, awards, and administers a variety of contracts and agreements on behalf of NRCC customers located throughout the AOR. Additionally, code N21 provides procurement support to military and other forces transiting through or stationed in Singapore. Code N21 is comprised of three distinct branches (N211, N212, and N213) whose functions are described below.
- **Code N211 Regional Contracts Branch:** solicits, awards, and administers large dollar contracts such as those for Husbanding Services or Fresh Fruit and Vegetables for use throughout NRCC's AOR.
- **Code N212 Ship Repair Contracts Branch:** performs specialized procurement work related to the procurement of engineering and technical support and the maintenance and repair of U.S. Navy and Military Sealift Command vessels.
- **Code N213 Simplified Acquisition Procedures Branch:** awards Purchase Orders, issues Delivery Orders, and places BPA calls on behalf of Afloat and Ashore customers.
- **NRCCSG Det Manila:** Typically, this office performs contract functions in support of forces transiting through or on duty in the Philippines. Det Manila awards Purchase Orders for other than ship repair services, issues Delivery Orders, and places BPA calls.
- **NRCCSG Ship Support Office Hong Kong:** Typically, this office performs contract functions in support of forces transiting through or on duty in Hong Kong and Mainland China. SSO Hong Kong awards Purchase Orders for other than ship repair services, issues Delivery Orders, and places BPA calls.

**3. CONTACT INFORMATION:** For questions about business opportunities, the following contact information is provided:

**N21 Contracts Division**

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N21	Director of Contracts	<a href="mailto:N21@nrccsg.navy.mil">N21@nrccsg.navy.mil</a>	315-421-2339 (65) 6750-2339

**N211 Regional Contracts**

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N211	Branch Supervisor	<a href="mailto:N211@nrccsg.navy.mil">N211@nrccsg.navy.mil</a>	315-421-2648 (65) 6750-2648
		<b>Facsimile Machine</b>	<b>315-421-2639 or 2682</b> <b>(65) 6750-2639 or 2682</b>

**N212 Ship Repair Contracts**

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N212	Branch Supervisor	<a href="mailto:N212@nrccsg.navy.mil">N212@nrccsg.navy.mil</a>	315-421-2551 (65) 6750-2551
		<b>Facsimile Machine</b>	<b>315-421-2660</b> <b>(65) 6750-2660</b>

**N213 Simplified Acquisition Procedures**

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N213	Branch Supervisor	<a href="mailto:N213@nrccsg.navy.mil">N213@nrccsg.navy.mil</a>	315-421-2551 (65) 6750-2551
		<b>Facsimile Machine</b>	<b>315-421-2639 or 2682</b> <b>(65) 6750-2639 or 2682</b>

**FPO Mailing address:**

NRCC Singapore  
Attn: [enter applicable contracting branch]  
PSC 470 Box 2100  
FPO AP 96534-2100

**Commercial Mailing Address:**

NRCC Singapore  
Attn: [enter applicable contracting branch]  
PSA Sembawang Terminal  
Deptford Road, Bldg. 7-4  
Singapore 759657

**NRCC Det Manila**

<b>Position</b>	<b>Email</b>	<b>Commercial</b>
Purchasing Agent	<a href="mailto:nrcc@mydestiny.net">nrcc@mydestiny.net</a>	(63) 2832-5439
	<b>Facsimile Machine</b>	<b>(632) 2832-2003</b>

**FPO Mailing address:** NRCC Singapore Det Manila  
PSC 510 Box 1  
FPO AP 96515-9998

**Commercial Mailing Address:** NRCC Singapore Det Manila  
Seafront Compound  
Roxas Blvd. Pasay City, Philippines

**NRCC Ship Support Office Hong Kong**

<b>Position</b>	<b>Email</b>	<b>Commercial</b>
Lead Purchasing Agent	<a href="mailto:dluk@pacific.net.hk">dluk@pacific.net.hk</a>	(852) 2802-9699
	<b>Facsimile Machine</b>	<b>(852) 2511-3703</b> <b>(852) 2802-7097</b>

**FPO Mailing address:** Ship Support Office  
PSC 464 Box 20  
FPO AP 96522-2200

**Commercial Mailing Address:** Ship Support Office  
3<sup>rd</sup> floor Fleet Arcade  
Lung King Street, Fenwick Pier  
Wanchai, Hong Kong

#### **4. CONDUCTING BUSINESS with NRCC SINGAPORE:**

**In order for contractors to remain competitive and keep pace with the changes in e-commerce today, we have outlined several steps that you can take. Getting started:**

- Obtain a DUNS Number.
- Obtain a NCAGE Code.
- Register your company in the Central Contractor Registration (CCR) database.
- Accept the US Government Purchase Card (Master Card credit card)
- Have the ability to receive copies of your contractual documents in your e-mail account from the contracting office.
- Learn more about Public Key Infrastructure (PKI).
- Prepare for the implementation of Wide Area Work Flow (WAWF).
- Learn more about the Standard Procurement System (SPS)

#### **5. DUN & BRADSTREET NUMBER:**

**The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by the commercial company Dun & Bradstreet (D&B). It is an internationally recognized common company identifier in Electronic Data Interchange (EDI) and global electronic commerce transactions. Contractors who do business with the US Government and receive a contract greater than 25,000 US Dollars must have a Dun & Bradstreet (DUNS) number. You must have a different 9 digit DUNS for each physical location/different address in your company as well as each legal division that may be co-located. You can register for your DUNS number at Dun & Bradstreet's website: <http://www.dbeuro.com>. Enter the site, select the country in which you are located and register.**

**Note: There may be a charge for this service in some countries.**

#### **6. NCAGE NUMBER:**

**After you obtain a DUNS number, overseas vendors should obtain a North Atlantic Treaty Organization (NATO) Commercial And Government Entity (NCAGE) code. The NCAGE code is a five-character ID number used extensively within the Federal Government. The Defense Logistics Information Service (DLIS), who administers the CAGE code system, has placed a CAGE code search feature on the Internet at <http://www.gidm.dlis.dla.mil/bincs/beginsearch.asp>. This will help you determine if a code has been previously assigned to your company. As with the DUNS number, you must have a different 5 digit NCAGE for each physical location/different address in your company as well as each legal division that may be co-located.**

If you do not have a NCAGE code, you can request one online at [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp), or by going directly to the Codification Bureau in your country. Please view the up-to-date list of countries and the information necessary to contact the Codification Bureau by visiting the web site at <http://www.nato.int/structur/AC/135/NCS/contact.htm>.

For further information on the NATO Codification system, visit the web site at <http://www.nato.int/structur/AC/135/NCS/index.htm>. A guide on NATO

Codification is available at [http://www.nato.int/structur/AC/135/ncs\\_guide/e\\_guide.htm](http://www.nato.int/structur/AC/135/ncs_guide/e_guide.htm).

## **7. CENTRAL CONTRACTOR REGISTRATION (CCR):**

The Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense (DoD), NASA, Department of Transportation (DoT), and Department of Treasury. The CCR collects, validates, stores and disseminates data in support of agency missions. Both current and potential government vendors are requested to register in CCR at <http://www.ccr.gov/>. Vendors should complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status. CCR validates the vendor's information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with several government procurement and electronic business systems.

**Note:** any information provided in your registration may be shared with authorized government offices. Registration does not, however, guarantee business with the government.

## **8. ACCEPT THE GOVERNMENT PURCHASE CARD (Master Card credit card):**

If you do not already accept the purchase card as payment, you should consider that purchase card limits overseas are increasing. Currently, the single purchase limit for NRCC cardholders when buying from overseas vendors is USD\$25,000.00. More and more items are being purchased by the customers using their government purchase cards. The customer has more freedom to purchase the items they want, when they want it. If you do not accept the purchase card, you are losing business!

## **9. PUBLIC KEY INFRASTRUCTURE (PKI):**

PKI is a future security requirement that will allow you to conduct business electronically with the confidence that the person sending the transaction is actually the originator, the person receiving the transaction is the intended recipient, and that data integrity has not been compromised. For more information, visit <http://iase.disa.mil/pki/index.html>.

## **10. WIDE AREA WORKFLOW RECEIPT AND ACCEPTANCE (WWAF-RA):**

The goal of WAWF-RA (<https://rmb.ogden.disa.mil/FuncInfo.html>) is to enable authorized Government Vendors and DoD personnel access to all of the documents required for a payment action in a "paperless" environment. WAWF-RA provides the baseline technology for Government Vendors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation, via interactive Web-based applications. Authorized DoD users are notified of pending actions and are presented with a collection of documents required for processing the contracting or financial action. When the payment system is capable of receiving EDI transactions, the WAWF-RA system will send the appropriate EDI transaction sets.

The registration process that WAWF-RA utilizes requires that each Vendor/Contractor provide an Electronic Business (EB) Point of Contact (POC) for their company in their CCR registration. Your CCR POC is the only person with access to your company's active registration therefore you need to contact your CCR POC to establish the designated EB POC. Also ensure you establish an organizational email address that receives WAWF-RA messages. An example is [wawf@yourcompany.com](mailto:wawf@yourcompany.com).

For Assistance with WAWF-RA:

Call: DISA WESTHEM, Area Command Ogden, Customer Service Center 1-800-392-1798, Option 8

Email: [cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil).

## **11. STANDARD PROCUREMENT SYSTEM (SPS):**

In approximately May 2004, NRCC Singapore will be implementing an automated procurement software called Standard Procurement System, or SPS. The entire Department of Defense procurement community will eventually use this standard system. It is the next generation of procurement application software that will link acquisition reform and common DoD procurement business processes with commercial best practices and advances in electronic commerce. It is the cornerstone of the Navy's paperless acquisition effort. Information on this system can be found at <http://pd2.ams.com/pd2web.nsf/ID/13>.