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NORTH ATLANTIC TREATY ORGANISATION

JOINT FORCE TRAINING CENTRE
ul. Szubinska 2
85-915 Bydgoszcz 15
Poland



TO: Potential Bidders

DATE: 20 July 2018

SUBJECT: Simplified Acquisition – Request for Proposal SA RFP JFTC 04-18 for Role Players and Interpreters Contractor Services in Support of the NATO Pre-Deployment Training Missions in Iraq.

Bid Closing Date: 17 August 2018

Target Contract Award Date: before 07 September 2018

Type of Contract: Task Order (TO), Indefinite Delivery (ID) Requirements Contract (RC).

Period of Performance: Base period: from 01 October until 31 December 2018.
Option period: there will be 1 (one) following contract option period (2019) that may be exercised at the sole discretion of the Contracting Officer, based on satisfactory performance, availability of funds and ongoing/ evolving requirement.

Bidding Procedure: Simplified Acquisition

Basis of Contract Award: The JFTC shall award the contract to the Bidder whose conforming proposal represents the technically compliant lowest priced offer. The contract award is contingent upon funds availability.

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Eligibility: This SA RFP is opened to governmental or commercial entities that:

- originate or are chartered/incorporated within NATO member nations,
- have successfully provided similar services to NATO entities or NATO-member national military command or training centre,
- Contractor personnel performing services under the contract must be citizens of a NATO nation, having appropriate professional training and experience in related field(s).

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- Delivery location(s): Joint Force Training Centre, Bydgoszcz, Poland
- Contents of Proposal: The proposal shall consist of the following minimum documents:
- The Bidder's full name, address, Points of Contact, telephone number and e-mail address;
 - Company Price Proposal;
 - Appropriate technical documentation to determine whether proposed services, terms and conditions unequivocally comply with all the requirements of this bidding, including reference letter/s confirming successful provision of services provided and defined in the Past Performance Information Form.
 - Certification of Security Clearance.

All correspondence shall be forwarded to:

JFTC Contracting Officer, Mr. Ryszard Piasecki
Email: ryszard.piasecki@jftc.nato.int

Attachments:

- Statement of Work.
- JFTC Special Terms and Conditions for Short term Operational Commercial Personnel Services Contracts in Support of Training Events
- JFTC General Contract Terms and Conditions
- Proposal Checklist
- Mandatory Price Proposal Format
- Past Performance Information Form
- Certification of Security Clearance

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