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NORTH ATLANTIC TREATY ORGANISATION

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



TO: Potential Bidders

DATE: 04 September 2018

SUBJECT: Simplified Acquisition – Request for Proposal SA RFP JFTC 07-18 for Web Application for Event Registration (WAFER) Maintenance and Support Services.

Bid Closing Date: 05 October 2018

Target Contract Award Date: before the end of October 2018

Type of Contract: Firm Fixed Price (FFP), Level of Effort (LOE)

Period of Performance: Base period: from 01 January 2019 to 31 December 2019.
Option periods: there are 4 (four) contract option periods (years) 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.

Budget: Not to exceed 117,000.00 PLN annually (or equivalent in other currencies).

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Eligibility: Governmental or commercial entities that originate or are chartered/incorporated within NATO-member nations and has successfully completed work that is similar to the requirements outlined in the Statement of Work - minimum of two (2) past performance citations (for work within the past three years).

Delivery location(s): Joint Force Training Centre, Bydgoszcz, Poland

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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 Technical Evaluation Matrix (TEM) for the Key Personnel (one TEM for each proposed personnel). The TEM **must** be supported with Curriculum Vitae and copies of certificates, diplomas, letters of reference, letters of appreciation, etc. that would support to ascertain whether the individual have adequately demonstrated that he/she possess the required education, qualifications, experience, skills and knowledge;
- Index of supporting technical documentation (including document title, page number and reference to TEM criteria #)
- 2 x Proof of Past Performance,
- Certification of Security Clearance,
- Compliance Statement,
- List of the Key Personnel.

All correspondence shall be forwarded to:

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

Attachments:

- Statement of Work.
- JFTC General Contract Terms and Conditions
- Proposal Checklist
- Compliance Statement
- Mandatory Price Proposal Format
- List of the Key Personnel
- Technical Evaluation Matrix
- Certification of Security Clearance
- Past Performance Information
- Non-Disclosure-Declaration

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