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NORTH ATLANTIC TREATY ORGANISATION

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



TO: Potential Bidders

DATE: 18 December 2017

SUBJECT: Simplified Acquisition – Request for Proposal SA RFP JFTC 13-17 for Scenario Developer/Modifier - Friendly Contractor Services

Bid Closing Date: 17 January 2018

Target Contract Award Date: before 24 January 2018

Type of Contract: Firm-Fix-Price, Level of Effort

Period of Performance: From 12 February until 31 December 2018. There are no contract option periods.

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.

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Eligibility: Governmental or commercial entities that originate or are chartered/incorporated within NATO-member nations.

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, fax 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. 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

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individual have adequately demonstrated that he/she possess the required education, qualifications, experience, skills and knowledge. The Bidder must provide the index of supporting technical documentation (including document title, page number and reference to TEM criteria #);

- Certification of Security Clearance;

All correspondence shall be forwarded to:

JFTC Contracting Officer, Mr. Ryszard Piasecki

Email: [ryszard.piasecki@jftc.nato.int](mailto:ryszard.piasecki@jftc.nato.int)

Attachments:

- Statement of Work.
- JFTC Special Terms and Conditions for Commercial Personnel Services Contracts in Support of Training Events
- JFTC General Contract Terms and Conditions
- Mandatory Price Proposal Format
- Technical Evaluation Matrix
- Certification of Security Clearance

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