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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 Quotation for two Short Term Operational Contractors:
- Iraq Cultural Advisor #1
- Iraq Cultural Advisor #2

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

Partial Bidding: Partial Bidding is authorized.

Basis of Contract Award: The JFTC shall award the contract to the Bidder/s whose conforming proposals represent the technically compliant lowest priced offers for:
- Iraq Cultural Advisor #1
- Iraq Cultural Advisor #2

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Eligibility: Governmental or commercial entities that originate or are chartered/incorporated within NATO-member nations. 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 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 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 #)
 - 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 for Iraq Cultural Advisor #1
- Statement of Work for Iraq Cultural Advisor #2
- 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
- Technical Evaluation Matrix for Iraq Cultural Advisor #1
- Technical Evaluation Matrix for Iraq Cultural Advisor #2
- Certification of Security Clearance

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