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NORTH ATLANTIC TREATY ORGANISATION

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



TO: Potential Bidders

DATE: 25 July 2017

SUBJECT: Simplified Acquisition – Request for Proposal SA RFP JFTC 08-17 for Short Term Operational Contractor – Ministry of Interior Advisor – in Support of the NATO Pre-Deployment Training for Missions in Afghanistan.

Bid Closing Date: 01 September 2017

Target Contract Award Date: before end of September 2017

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

Period of Performance: Base period: from the contract award date until 31 December 2017.
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.

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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;

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- 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;
- 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
- Mandatory Price Proposal Format
- Technical Evaluation Matrix
- Certification of Security Clearance

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