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NORTH ATLANTIC TREATY ORGANISATION

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



TO: Potential Bidders

DATE: 19 November 2018

SUBJECT: Simplified Acquisition – Request for Proposal SA RFP JFTC 15-18 for Information Management Practitioner Contractor Support to Training Events conducted by the Joint Force Training Centre.

Bid Closing Date: 17 December 2018

Target Contract Award Date: before 21 December 2018

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

Period of Performance: Base period: from 01 January 2019 to 30 June 2019 and up to 115 man-days.
Option periods: There are 2 (two) contract option periods of 6 months each 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. The Key Personnel performing services shall be the NATO-member citizen.

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;

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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.
- The Bidder shall 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

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

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