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**NORTH ATLANTIC TREATY ORGANISATION**

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



TO: Potential Bidders

DATE: 02 November 2017

SUBJECT: Simplified Acquisition – Request for Proposal SA RFP JFTC 11-17  
Media Training and Realistic Media Simulation during Brilliant Joust 18  
Training Event Preparations and Execution.

Bid Closing Date: 20 November 2017

Target Contract Award Date: before 28 November 2017

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

Period of Performance: In accordance with Statement of Work, point 3.3.

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):  
1. Static War Headquarters (SWHQ) Castlegate, Ringstrasse, 52441 Linnich, Germany  
2. Joint Force Training Centre premises at Szubinska 2 street, 85-915 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)

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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 and bids 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 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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