NORTH ATLANTIC TREATY ORGANISATION

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

TO: Potential Bidders

DATE: 19 June 2019

SUBJECT: Simplified Acquisition – Request for Proposal SA RFP JFTC 07-19 for Central Registry Assistant Contractor Services.

Bid Closing Date:	23 July 2019
Target Contract Award Date:	before 30 July 2019
Type of Contract:	Commercial Personnel Services Contract in accordance with the JFTC Special Terms and Conditions.
Period of Performance:	From 01 August 2019 (or the contract signature date) until 31 December 2019 (up to 775 man-hours). There are 2 (two) 6 months contract option periods (920 man-hours each) from 01 January to 30 June 2020 and from 01 July to 31 December 2020 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. The contract award is contingent upon funds availability.
Classification:	UNCLASSIFIED
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;
- 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.
- JFTC Special Terms and Conditions for Commercial Personnel Services Contracts
- JFTC General Contract Terms and Conditions
- Proposal Checklist
- Mandatory Price Proposal Format
- Technical Evaluation Matrix
- Certification of Security Clearance