



NORTH ATLANTIC TREATY ORGANISATION
JOINT FORCE TRAINING CENTRE
ul. Szubinska 2
85-915 Bydgoszcz 15
Poland
www.jftc.nato.int



TO: ALL PROSPECTIVE BIDDERS

SUBJECT: Request for Proposal, RFP JFTC 02-13 for the Operation of the JFTC Dining Facility

DATE: 07 February 2013

1. Your company is hereby invited to participate in the RFP for the services identified in Part III. Partial bidding is not authorised.
2. The Bid Closing Date for this RFP shall be at **12:00 Hours (Central European Time) on 24 April 2013**. No bids shall be accepted after this time and date. In accordance with the NATO procurement regulations, the bid opening is not public.
3. The following documents are considered as an integral part of this RFP:
 - a. RFP Cover Letter (with Annex A – Acknowledgement of Receipt)
 - b. Part I - Bidding Instructions
 - c. Part II - JFTC General and Special Contract Terms and Conditions
 - d. Part III – Scope of Service

You are requested to complete and return ACKNOWLEDGEMENT OF RECEIPT AND WALKTHROUGH SITE SURVEY REGISTRATION FORM (Annex A) within 14 days of receipt of this RFP. Further correspondence will be mailed only to those companies that have returned this receipt and have indicated their intention to participate in the bidding.

Ryszard Piasecki

JFTC Contracting Officer

RFP JFTC 02-13, Acknowledgement of Receipt

Annex A

ACKNOWLEDGEMENT OF RECEIPT AND WALKTHROUGH SITE SURVEY REGISTRATION FORM

(To be completed and returned to JFTC within 14 days after receipt)

Fax no. +48 52.378.1536
or e-mail: ryszard.piasecki@jftc.nato.int

PLEASE COMPLETE CLEARLY – DO NOT USE COMPANY STAMP

FROM: Company:

Address:

Telephone:

Facsimile:

E-mail:

Website address:

Point of Contact:

TO: JOINT FORCE TRAINING CENTRE
CONTRACTING OFFICER
REFERENCE: **RFP JFTC 02-13**

SUBJECT: Acknowledgement of Receipt of Request for Proposal (RFP)

We hereby advise that on (date) we have received RFP JFTC 02-13 with all enclosures.

CHECK:

- () As of this date and without commitment on our part, we do intend to participate in the aforementioned bidding and therefore we are attaching completed the ***Walkthrough Site Survey Registration Form.***
- () We do not intend to participate in the aforementioned bidding.

NOTE: Only bidders indicating their intention to participate in the bidding will continue to receive any further correspondence related to this RFP. Unless specified differently, it will be mailed to the above-mentioned address.

Date: Signature: Name and Title:

RFP JFTC 02-13, Acknowledgement of Receipt

WALKTHROUGH SITE SURVEY REGISTRATION FORM

WSS Date: Thursday, 28 February 2013
Time: 10:00 a.m. Central European Time (CET)
Location: Joint Force Training Centre, ul. Szubinska 2, 85-915 Bydgoszcz
(Poland)

Company Name:

List of the representatives attending:

- 1.
- 2.
- 3.
- 4.
- 5.

All representatives should plan on arriving at the reception desk 20 minutes earlier to obtain an entrance pass (*Please note that mobile phones and laptops/iPads cannot be carried at JFTC facilities*).

If a company representative is unable to attend, meeting minutes will be posted on www.jftc.nato.int under solicitation # RFP JFTC 02-13.
