******JOINT WARFARE CENTRE**

Postbox 8080

N-4068 Stavanger, Norway

Telephone

Direct dial: 52879290/9294

Visiting address: Gamle Eikesetvei 29.

**THREE SWORDS MAGAZINE PRINTOUT**

**PART III**

**SECTION B – TECHNICAL SPECIFICATIONS – STATEMENT OF WORK**

**IFB-JWC-16-R-0003**

**DESCRIPTION OF SERVICES**

**1. THE WORK.** To request needed services of an external vendor for printing Joint Warfare Centre's **The Three Swords** magazine. The contractor shall provide all required personnel professional/commercial experience, equipment, labour, and transportation related to the work covered by this contract. All work shall be done in accordance with appropriate Norwegian rules and regulations using best accepted practice and the documentation provided by the JWC. Any work beyond agreed work must be authorised by JWC before the additional work is started.

**a. THREE SWORDS MAGAZINE is published 2 times a year.** It is minimum 68, maximum 88 pages inside + (4) cover totalling possibly 92 pages.

A4 format (22 X28.5 cm “Or Equal” – Paper quality: 250 gram “Or Equal”

Gloss Cover – Glossy PP-laminate “Or Equal”

 \*\*\*Please note, only one (1) publication is needed in 2016\*\*\*

NATO JWC will provide a CD to the contractor. The contractor shall provide a sample printout no later than five (5) days after receipt of CD. If sample is approved, contractor shall printout determined number of copies and deliver to NATO JWC within five (5) of notice to proceed.

**b**. **Picture optimization** (by printer) is required for better print results. Please include in price.

**c. Professional Graphic Support** is required, the cover page default design needs minor/major enhancements.

**d. Packaging and labelling** in bubble envelopes, delivered to JWC in boxes, based on the address list provided by JWC PAO.

**2.1. Drawings:**

There are no drawings required for this contract.

**3. Requirement.**

**3.1 Timings.**

JWC and the contractor will agree times and dates for conducting work.

This kind of work can be done during normal JWC working hours (Monday thru Friday, 0730-1530hrs). The contractor shall complete work based on requirements from PAO. Printed magazines shall be received 5 to 107 calendar days after submitting the CD. In the event of an emergency, the contractor shall respond to requests for assistance.

**3.2** **Inability to Provide Service.** If, exceptionally, the contractor cannot provide the agreed service, he/she is responsible for giving sufficient notice via phone or written notification (e-mail is acceptable).

**3.3** **Warranties.** If applicable, the contractor must not carry out any work which will invalidate any warranty. JWC will inform the contractor of any such warranty.

**3.4 Documentation.** The contractor shall provide JWC a record of all work done along with appropriate certification and documentation prior to submission of invoice.

**4. ADDITIONAL REQUIREMENTS**

**4.1 GENERAL INFORMATION.**

**4.1.1 Contract Manager.** The contractor shall provide a contract manager who shall be responsible for the performance of the work. The contract manager or alternate(s) shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager and alternate(s) must be able to read, write, speak, and understand the English language.

**4.1.2 Contractor Qualifications.** The offeror must demonstrate the appropriate qualifications, experience and quality control required for the work to be carried out. Only suitably qualified and experienced personnel may carry out work.

**4.1.3 Security.** If applicable, the contractor must be prepared to have equipment checked by JWC Security prior to entry. All personnel visiting JWC will be required to be cleared by Security.

**4.1.4** **Safety.** The contractor must abide by all Norwegian Health, Environment and safety rules and regulations.

**4.1.5** **Smoking, Eating, and Drinking.** The contractor may smoke, eat, and drink in designated areas only.

**4.1.6** **Driving License/On-base Requirements.** The contractor and alternate employees shall comply with the base traffic regulations. The contractor shall ensure they possess a current and valid driver's license.