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ONLINE CONTENT PRODUCER

PART I

BIDDING INSTRUCTIONS

IFB-JWC-16-R-0046

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1. **PURPOSE**

The purpose of this Invitation for International Bidding (IFB) process is to award a Contract for Companies to provide commercial services as specified in the Statement of Work (SOW).

These services will be performed on an “as ordered” basis. This IFB includes an estimate of JWC’s requirements during the contract period.

The Bidding Instructions should enable the bidders to prepare and submit their quotations for meeting the administrative requirements of this IFB-JWC-16-R-0046.

2. **BACKGROUND**

Joint Warfare Centre (JWC) is seeking contract support to fulfil its requirement for Online Content Producer to support the Media Simulation Section within the Public Affairs and Media Simulation Branch of the Exercise Production Division within the Exercise, Training and Innovation Directorate. This new requirement is a unique post that requires a blend of journalism skills, technical database management skills all vested within military operational experience.

3. **DEFINITIONS AND ABBREVIATIONS**

- a. "Bidder" means to the bidding entity that has submitted a bid in response to this IFB.
- b. "Contracting Officer" or the "Purchasing & Contracting Officer" or "P&C" means the person executing and managing this contract on behalf of JWC. Only duly designated Contracting Officers have the authority to obligate JWC.
- c. "Contracting Officer Representative" or "COR" means a person appointed by the Contracting Officer for the purpose of determining compliance with the technical requirements of the contract.
- d. "HQ SACT" means the Headquarters, Supreme Allied Commander Transformation, located at Norfolk, VA, United States of America.
- e. "JWC" means the Joint Warfare Centre, located in Stavanger, Norway.
- f. "North Atlantic Treaty Organisation" is hereafter referred to as "NATO".
- g. "Supplier/Company" means a party that supplies goods or services.

4. **USEFUL WEB SITES**

The following web sites contain information that may prove useful to the Bidders;

NATO ; www.nato.int

JWC; www.jwc.nato.int

Norwegian Tax Authorities; www.skatteetaten.no

Norwegian Work and Welfare Authorities; www.nav.no/page?id=805312736

5. CLASSIFICATION

This IFB is a NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC document. However, it may make references to classified documents for which access and/or retention are subject to NATO and national security rules and procedures. JWC will not distribute these classified documents to prospective bidders nor will JWC consider any request for time extension to enable a prospective bidder to obtain these classified documents from national sources. For the performance of the contract, the Companies personnel will be required to obtain, before contract start date, a NATO SECRET security clearance or equivalent national level.

6. PARTIAL BIDDING

Partial bidding is NOT AUTHORIZED.

7. AMENDMENTS OR CANCELLATION OF THE IFB

JWC reserves the right to modify or delete any one or more of the terms, conditions, requirements or provisions of the IFB prior to the date set for the bid closing. JWC reserves the right to cancel this IFB, in its entirety, at any time. No legal liability on the part of JWC for payment of any sort shall arise and in no event will a cause of action lie with any bidders for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All efforts initiated or undertaken by the bidders shall be done considering and accepting this fact. JWC will inform the prospective bidders by email or fax for any changes of this original document. If this IFB is cancelled prior to the bid opening, the bids already received will be returned unopened to the senders.

8. COMPLIANCE

Bidder's proposal must be based on a full compliance with the terms, conditions, and requirements of the IFB and its future clarifications and/or amendments. The bidder may offer variations in specific implementation and functional details, provided that stated functional and performance requirements of the IFB are fully satisfied.

Each bidder will include in his bid a compliance statement in accordance with Part I, Annex A-1. The bidder shall list thereon, when applicable, all deviations from the Bidding Instructions (Part I), JWC General Provisions (Part II) and the Statement of Work (Part III). Failure to submit a completed compliance sheet may result in disqualification of the bid. In case of conflict between the compliance statement and the detailed evidence or explanations/ comments furnished, the detailed evidence/comments shall take precedence for the actual determination of compliance.

9. CURRENCY

Bidders may quote in NOK, EURO or their own national currency. Bidders are also advised that all invoices and payments will be made in the currencies agreed in the contract. Bank charges related to payments outside Norway will be charged to the supplier.

10. CONTENTS OF PROPOSAL

10.1 Number of Copies

The bid will consist of two (2) bid packages: the Price Proposal and the Technical Proposal. The Technical Proposal shall be submitted in one (1) original and one (1) copy. The Price Proposal shall only be submitted in one (1) original.

10.2 Bid Packages

The bid shall be: the Price Proposal and the Technical Proposal. *****PLEASE NOTE PRICE PROPOSAL AND TECHNICAL PROPOSAL SHALL BE IN SEPEARTE ENVELOPES*****

- a) Price Proposal: The Price Proposal shall be made in accordance with the attached Bid Form (see Part 1, Annex B). The basic presentation and numbering system must not change..

The Bid Form (Annex B) must be dated and signed by Bidder's authorized personnel.

- b) Administrative Documentation and Technical Proposal: Each prospective bidder shall include a technical proposal to include as a minimum the following information:

- b.1 Table of Contents for the entire bid.
- b.2 The Compliance Statement (Annex A-1)
- b.3 The Certificate of Legal Name of Bidder (Annex A-2)
- b.4 The Certificate of Independent Determination (Annex A-3)
- b.5 The Certificate of Bid Validity (Annex A-4)
- b.6 The Certificate of Exclusion of Taxes and Charges (Annex A-5)
- b.7 The Certificate of Authorization to Perform (Annex A-6)
- b.8 Past Performance (Annex A-7)
- b.9 Bid Form (Annex B)
- b.10 Application Resume (Annex C)

The Technical Proposal must enable JWC to assess the supplier's current position in promoting quality and financial assurance.

11. **BID SUBMISSION**

11.1 Language

Bids shall be submitted in the English language.

11.2 Bid Mailing

- a. Each bid will be placed in a package, which will be sealed and marked "Sealed Bid to IFB-JWC-16-R-0046. The price and technical proposal must be enclosed in **separate envelopes**. The package containing the entire sealed bid will be placed in another envelope, also prominently marked with the IFB reference (IFB-JWC-16-R-0046) and addressed to:

“Sealed Bid to IFB-JWC-16-R-0046”.

**Joint Warfare Centre
BUDFIN – Purchasing and Contracting Branch
P.O. Box 8080
Gamle Eikesetveien 29
N-4068 Stavanger, Norway**

Tel: +47 52879294/9290

b. Bids hand-carried to JWC, delivered by commercial courier, or parcel Delivery Companies are to be handed over to a representative of the Purchasing & Contracting Branch. The Branch is typically open Monday through Friday between 08:00 to 15:30 hrs, please call the office and arrange a time & date to be meet at the front gate – 47-52879294/9290. Receipt of the bid (namely time and date) will be recorded on the package, and the delivery agent will be requested to sign the date/time endorsement, signifying transfer of accountability.

12. LATE BIDS

The bidder must make every effort to ensure that the bid reaches JWC before or on the exact date and time set for the bid closing. Bids received after the established closing date/time will be considered late. Late bids shall be considered only before the contract has been awarded and on condition that their failure to arrive on time can be attributed to the following circumstances:

- a. A bidder will not be held responsible for service delays, so long as a bid was sent (Registered Mail or by Certified Mail) through commercial channels at least ten (10) days before the bid closing. An official Post Office date stamp or service receipt will be required in order to substantiate reason for delay.
- b. Mishandling by JWC personnel upon or after receipt.

Other late bids cannot be considered for award. These bids will be treated as non-responsive and will be returned unopened to the bidder, at his expense.

13. BID WITHDRAWAL

A bidder may withdraw his bid up to the date and time specified for the bid closing, by written or facsimile notice to JWC Contracting Officer. The bid will be returned unopened to the bidder, at his expense.

14. BID CLOSING DATE

Bids must be received at JWC not later than 10:00 hours (local time) 15-July-2016. At that time and date, bidding will be closed.

15. BID VALIDITY

Bids submitted shall remain valid until 31 December 2016. JWC reserves the right to request an extension of validity if a decision cannot be made within this time. Bidders will be entitled to either grant or deny this extension of validity. JWC will interpret a denial as a withdrawal of the bid.

16. DURATION OF THE CONTRACT

The contract awarded through this IFB will be effective 01-September-2016 until 29-November-2016 as stated on Statement of Work with up to ninety (90) day extension (Dates to be Determined). Notice of execution of the optional year(s) will be provided in writing by the Contracting Officer.

17. BID EVALUATION

17.1 Responsibility

The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services offered will be the responsibility of JWC Contract Award Committee (CAC) and shall be based on information provided by the bidders. JWC is not responsible for seeking any information that is not easily identified and available in the bid package.

17.2 Price Comparison

For the purpose of price comparison, all quoted prices will be converted into NOK on the basis of the average official commercial buying and selling exchange rates from the Norwegian National Bank at close of business of the last working day preceding the bid closing date (14 July 2016).

17.3 Evaluation Process

JWC CAC will thoroughly evaluate the financial and technical proposal submissions. It is imperative that prospective bidders provide enough information for the CAC to properly evaluate the supplier's competence, qualifications, and resources.

- a. The evaluation of bids shall be based as follows:

Verification and assessment of compliance with all administrative bidding instructions

Thorough evaluation of the received bids (technical) to ensure ability to perform (i.e., overall competency), as well as compliance with JWC clauses (General Provisions, Special Provisions & Statements of Work).

Price proposals of technically compliant bidders, as contained and conforming to JWC Bid Form Annex B, shall then be reviewed to determine the lowest priced technically compliant bid.

Total price will be evaluated (Base plus four (4) option years).

17.4 Clarification of Proposals and Discussions

During the bid evaluation process, JWC reserves the right to discuss any bid with the bidders in order to clarify what is being offered (technical capabilities, financial information, investment plan, etc.) and to resolve any potential areas of non-compliance. However, no change to the content of the bid (technical, financial, etc.) shall be permitted.

18. COMMUNICATIONS AND CONTACTS FOR CLARIFICATION

18.1 Communications in General

Any communications related to this IFB, between a prospective bidder and JWC shall only be through JWC Contracting Officer and/or JWC Contracting Specialist; only such persons may, during the solicitation and evaluation period, answer inquiries regarding this IFB. There shall be no contact with regards to this IFB with other JWC or NATO personnel. This is to maintain all bidders on an equal and competitive footing. Bidders not following this rule will be disqualified.

18.2 Bidders Request for Clarification

Bidders should seek clarification as soon as possible. Any explanation desired by a bidder regarding the meaning or interpretation of this IFB, specifications etc., must be requested in writing (facsimile or email) to the Contracting Officer and/or Contracting Specialist. The Contracting Officer must receive clarification requests at least ten (10) days before bid closing. It is the Contracting Officer's exclusive right to deny or grant an extension of the closing date.

Information given to a bidder will be furnished to all prospective bidders, by way of a clarification to the IFB. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer and/or Contracting Specialist.

18.3 Point of Contact

Mr Kjetil Sand, Contracting Officer
Tel: +47 52 87 92 90
E-mail address: kjetil.sand@jwc.nato.int

MSgt Christopher Wynn, Contracting Specialist
Tel: +47 52 87 92 94
E-mail address: christopher.wynn@jwc.nato.int

All correspondence is to be forwarded to group email box: pcs@jwc.nato.int

Joint Warfare Centre
BUDFIN – Purchasing and Contracting Branch
ATTN: Kjetil Sand/Christopher Wynn
P.O. Box 8080
Gamle Eikesetveien 29
N-4068 Stavanger
Norway

PART I BIDDING INSTRUCTIONS, ANNEX A-2

A-2 CERTIFICATE OF LEGAL NAME OF BIDDER

This Bid is prepared and submitted on behalf of the legal corporate entity specified below:

FULL NAME OF CORPORATION: _____

DIVISION (IF APPLICABLE): _____

SUB DIVISION (IF APPLICABLE): _____

OFFICIAL MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

TELEFAX NO: _____

POINT OF CONTACT REGARDING
THIS BID:
NAME: _____

POSITION: _____

TELEPHONE: _____

ALTERNATIVE POINT OF CONTACT:

NAME: _____

POSITION: _____

TELEPHONE: _____

.....
Date

.....
Signature of Authorized Representative

.....
Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-3

A-3 CERTIFICATE OF INDEPENDENT DETERMINATION

1. Each Bidder shall certify that in connection with this procurement:
 - a. This Bid has been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other Bidder or with any competitor;
 - b. The contents of this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to award, directly or indirectly to any other Bidder or to any competitor, and
 - c. No attempt has been made, or will be made by the Bidder to induce any other person or firm to submit, or not to submit, a Bid for the purpose of restricting competition.

2. Each person signing this Bid shall also certify that he is the person in the Bidder's organization responsible within that organization for the decision as to the bid and that he has not participated and will not participate in any action contrary to 1(a) through 1(c) above, or
 - a. They are not the person in the Bidder's organization responsible within that organization for the bid but that they have been authorized in writing to act as agent for the persons responsible for such a decision in certifying that such persons have not participated, and will not participate in any action contrary to 1(a) through 1(c) above, and as their agent does hereby so certify, and
 - b. They have not participated and will not participate in any action contrary to 1(a) through 1(c) above.

.....
Date

.....
Signature of Authorized Representative

.....
Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-4

A-4 CERTIFICATE OF BID VALIDITY

I, the undersigned, as an authorized representative of the firm submitting this bid, do hereby certify that the pricing and all other aspects of our offer will remain valid until **31 December 2016**.

.....
Date

.....
Signature of Authorized Representative

.....
Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-5

A-5 CERTIFICATE OF EXCLUSION OF TAXES AND CHARGES

I hereby certify that the prices offered in the price proposal of this bid will exclude all taxes, duties and customs charges from which the Contracting Officer has been exempted by international agreement.

.....
Date

.....
Signature of Authorized Representative

.....
Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-6

**PART I, ANNEX A-6 CERTIFICATE OF AUTHORIZATION TO
PERFORM**

The SUPPLIER warrants that the SUPPLIER and sub-contractors, if any, have been duly authorized to operate and do business in Norway; SUPPLIER and sub-contractors, if any, have obtained all necessary licenses and permits required in connection with the contract; that SUPPLIER and sub-contractors, if any, will fully comply with all the laws, decrees, labor standards and regulations of Norway during performance of this contract; and that no claim for additional moneys with respect to any authorizations to perform will be made upon JWC.

Have adequate financial resources to perform the contract, or the ability to obtain them.

.....
Date

.....
Signature of Authorized Representative

.....
Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-7

A-7 PAST PERFORMANCE

CAX Support Services completed within the last 5 years or ongoing.

Type of Contract	Name of Company/ Agency	Period of Performance	Contact	E-mail address	Phone	Did contract involve placement of personnel in Norway yes/no

Date: _____

Signature: _____

Name & Title: _____

Company: _____

Bid Reference: IFB-JWC-16-R-0046

PART I ANNEX B - BID FORM

1. Base Contract (1 September 2016 to 29 November 2016)

Clin	Description	DAILY RATE – WORK DAY
0001	RATE FOR SHORT TERM ONLINE CONTENT PRODUCER	

2. 1st Option (Dates to be determined – up to 90 days)

Clin	Description	DAILY RATE – WORK DAY
0001-AA	RATE FOR SHORT TERM ONLINE CONTENT PRODUCER	

Bidder Comments:

***PLEASE NOTE: Notice of execution of the optional year(s) will be provided in writing by the Contracting Officer ***

The prices are firm and fixed for the Contract.

Date: _____ Signature: _____

Name & Title: _____ Company: _____

Bid Reference: IFB-JWC-16-R-0046

ONLINE CONTENT PRODUCER

PART I - ANNEX C

RESUME FORMAT

IFB-JWC-16-R-0046

Resume formats (see below form) are attached.

1. Reference PART III Appendix I to IFB-ACT-JWC-15-10		
2.a. Surname:	2.b. First name(s):	2.c. Maiden name (if applicable):
3.a. Citizenship at birth	3.b. Citizenship now (if different from 3.a., explain).	3.c. Date of birth

4. Secondary, Higher Secondary Education, and Vocational Training.			
Name, Place and Country	Years and Months of attendance		Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects
	From	To	
5. Further Education (University Level or Equivalent).			
Name, Place and Country	Years and Months of attendance		Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects
	From	To	

6. List, and attach if relevant, any significant publications you have written:

7. Languages: describe proficiency in English below, by ticking the appropriate box.

Language	Speaking			Reading			Writing		
	Very Good	Good	Fair	Very Good	Good	Fair	Very Good	Good	Fair
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Indicate your computer skills.

Word Processing knowledge/experience	
Spreadsheet knowledge/experience	
Presentation creation knowledge/experience	
Do you have any further service commitments?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please give details

10. EMPLOYMENT RECORD

Starting with your present post, list in reverse order, details of present/previous employment. Use a separate block for each post. Include also service in the armed forces.

A) CURRENT EMPLOYMENT

Dates of employment:

Name and address of employer:

Type of business:

Title of your position:

Summary of your work:

B) PREVIOUS EMPLOYMENT

Dates of employment:

Name and address of employer:

Type of business:

Title of your position:

Summary of your work:

C) PREVIOUS EMPLOYMENT

Dates of employment:

Name and address of employer:

Type of business:

Title of your position:

Summary of your work:

D) PREVIOUS EMPLOYMENT

Dates of employment:

Name and address of employer:

Type of business:

Title of your position:

Summary of your work:

11. Please confirm you are willing to accept a post requiring travel? Yes No

12. Are you in possession of a valid NATO SECRET Security Clearance or national security clearance from a NATO nation on NATO SECRET or equivalent level ? Yes No

(Signature)

(Date)

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Required Qualification	Years' Experience/ (Yes/No)	Detailed description
Military Public Affairs background		
Experience with a strategic/operational HQ		
NATO exercise and operational planning experience		
Understanding of NATO strategic and operational policies, processes and procedures		
Professional Print Journalism experience		
Professional New Media experience		
Recent experience administrating content management systems supporting social or online media distribution		
University degree in Journalism, International Affairs, Public Relations or closely related field		

Desired Qualification	Years Experience/ (Yes/No)	Detailed description
Working knowledge of Adobe Creative Suite		
Recent experience with JOOMLA Content Management System Administration		

NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

Experience with database management and coding		
Master's degree in Journalism, Public Relations or related field		
Deployment to operational area or threat area since 2010		
Experience covering Eastern Europe and Southern Europe threat areas		