



22-R-0007
TEMPORARY SERVICE SUPPORT
PURCHASING & CONTRACTING DELIVERY

REQUEST FOR QUOTATION

JWC-22-R-0007

FOR

**TEMPORARY SERVICE SUPPORT
PURCHASING & CONTRACTING DELIVERY**

1. Introduction

The Joint Warfare Centre (JWC) was established on 23 October 2003 at Jåttå, Stavanger, Norway and aligned as a subordinate command of Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, Virginia, United States. JWC is NATO's collective training and exercise facility at the strategic and operational level.

2. Scope of Work

Short-term Contracting Service Support providing contracting administration support to the JWC Purchasing & Contracting section.

3. Eligibility

This Simplified Acquisition is open to Governmental or Commercial entities that:

- 1) Originate and are chartered/incorporated within NATO member nations.
- 2) Maintain a professionally active facility (office, factory, laboratory, etc.) within NATO-member nations.
- 3) Provide the funding for the aforementioned requirement.
- 4) Have successfully performed at least one (1) contract within the last four (4) years substantially similar in scope and magnitude to the requirement described herein.
- 5) At the time of bidding, bidders must be legally authorised to operate this kind of business in any of the NATO-member nations.
- 6) Special Requirement – Due to the nature of the work, the Bidding Company must not currently have a contract at JWC and will not be eligible for other JWC Contracts during the period of performance due to participation in requirement development and their relationship with commercial in confidence information.

4. Type of Contract

Firm Fixed Price Deliverable

5. Period of Performance and Magnitude

Period of performance:

Estimated duration is for 02 Jan 2023 – 30 Dec 2023 not to exceed 12 months from start date. Initial work order may be negotiated once awarded and will be incrementally funded based on availability of funds.

Expected Effort

The effort required is expected to be Monday- Friday for up to 223 work units within the stated period of performance. Minimum order will be for at least 90 Work Units. 1 Work Unit is equal to a work day at JWC.

Normal Work Days:

Onsite, Monday-Friday 0730 to 1530 for routine operation – local Stavanger time. Remote work from the candidate's home, after completion of on the job training could be considered once a week.

6. Tasking and deliverables:

The Company's Candidate will be required to primarily provide the following services:

- 1) Perform contract administration, including creating purchase orders, amendments and modifications of in-place contracts. Review for currency, accuracy and renewal applicability, throughout the contract period. This includes liaising with the Norwegian Ministry of Defense, JWC Community Support, and various branches within JWC for administrative purposes.
- 2) Develop and review contract and acquisition-related documentation including, but not limited to; confirmation of support letters, acquisition/procurement procedures, contract analysis, sole source justifications, budget and technical reviews.
- 3) In line with NATO rules and regulations, prepare and process competitive bidding and other means of quotations for services required for the execution of the mission.
- 4) Assist the Purchasing & Contracting Team to develop Request for Proposals (RFP) and contract specific information. This information shall include, but not be limited to; market research, invoicing, delivery schedules, payments.
- 5) Help develop and review contract and acquisition-related documentation for the P&C Section. This documentation may include: internal acquisition/procurement procedures; contract reviews/analyses; sole

source justifications; budget reviews; memoranda of understanding/agreement (MOU, MOA); programs of work (POW), and technical reviews.

- 6) Become knowledgeable about emerging issues, major initiatives, programs, and requirements of JWC branches for future SOW and RFP requirements.
- 7) Reconciling Monthly Invoices for a variety of contracts to ensure on-time payment and receipt of service/goods.
- 8) Assist with any contract and acquisition-related work, as directed by the Contracting Officer.

7. Experience and Competency

Supplier's Candidate must:

- 1) Have at least 5 years of procurement and contracting experience which must include 2 years of governmental/military experience. (A combination of financial administration/legal administration/technical writing experience is also acceptable if no direct procurement experience).
- 2) Have at least 1 year of budget or financial experience working with invoicing, payroll, human resources or general financial administration.
- 3) Have an understanding of Agile practices and are able to translate and creatively utilize its methods.
- 4) Are trained in and have used an e-Procurement tool, preferably integrated with an ERP/Financial Management System such as Oracle or SAP.
- 5) Have excellent written and verbal communication skills in technical and professional English for communication with suppliers and staff. Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) 3434 – Listening, Speaking, Reading, and Writing) or equivalent.
- 6) Have proactive mindset and strong facilitation skills
- 7) Demonstrate integrity and act consistently with organizational values
- 8) Have a valid and active NATO Security Clearance

8. Security Considerations

The Company shall be responsible for the safeguarding of NATO classified Information, material and equipment entrusted to them or generated by them in connection with the performance of the Contract.

Any information regarding this contract cannot be published.

Engagement pre-requisite:

Current, valid and active NATO SECRET Security Clearance or equivalent national level for all personnel provided in direct support of this contract.

9. Confidentiality

- 1) The Company shall keep confidential any information obtained under or in connection with the Contract and shall not divulge the same to any third party without the prior written consent by the JWC.
- 2) Personnel selected to perform work under this contract are forbidden to share commercial-in-confidence information dealt with in the execution of this work with any individuals outside of current JWC BUDFIN staff or outside companies to include the bidding company. Additionally, release of some information may be restricted for the individual(s) performing the work if the Contracting Officer chooses that it is in the best interest of JWC.
- 3) The provisions of this Article shall continue in force notwithstanding the completion, expiration, cancellation or termination of this Contract.

10. Place of Performance

The work will be done on site at JWC, Stavanger, and there will be NO requirement to travel on behalf of JWC for the duration of the contract. Remote work may be considered to a limited degree once the person performing the work has relevant experience with JWC systems and requirement teams.

11. Pricing

Bids must be submitted with a Work Unit/Daily Rate using the attached Bid Form. The quoted rate must be "all-inclusive" [i.e. including but not limited to any travel required by the Company, per diem/subsistence allowance, accommodation, local transport etc.] based on a Monday-Friday schedule, with approximately 16-22 WUs per month needed.

Formula for the evaluation for award is listed on the bid form. Actual order will be agreed by mutual agreement, availability of funds, and ordering using the bid prices. Bid Prices are firm for the Period of Performance.

Please note that JWC will not be able to provide assistance with local transportation or accommodation.

12. Currency

Bidders may quote in NOK only. Bidders are also advised that all invoices and payments will be made in the currency agreed in the contract. Bank charges related to any payments outside Norway will be charged to the Company.

13. Price Comparison

For the purpose of price comparison, all quoted prices will be in NOK. JWC will make the evaluation of bids solely on the basis of the requirements specified herein. Bids will be evaluated upon the technical acceptability of each submitted Qualifications Candidate Matrix (Annex A) and the price proposals. The anticipated Deliverable contract shall be awarded to the bidder(s) submitting the ***Lowest Price Technically Compliant*** offer.

JWC is not responsible for seeking any information that is not easily identified and available in the proposal package.

14. Partial Bidding

Partial Bidding is NOT AUTHORIZED.

15. Bid Closing Date

Bids must be received at JWC **not later than 12:00 hours (local time Norway), 15 DEC 2022**. At that time and date, bidding will be closed.

16. Bid Submittal

As this procurement is executed under Simplified Acquisition procedures, you are kindly requested to submit the completed forms to the following email address:

Email Address: pcs@jwc.nato.int

In the subject field of the e-mail, please use the following reference:

BID PROPOSAL JWC-22-R-0007

17. Communications and Contacts for Clarification

1. Communications in General

Any communications related to this RFQ, between a prospective bidder and JWC shall only be through the JWC Contracting Officer and/or JWC Contracting Specialist; only such persons may, during the solicitation and evaluation period, answer inquiries regarding this RFQ. There shall be no contact with regards to this RFQ 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.

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 RFQ, specifications etc., must be requested in writing (letter or email) to the Contracting Officer. The Contracting Officer must receive clarification requests at least the day 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 RFQ. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer.

3. Clarification of Proposals and Discussions

During the proposal evaluation process, JWC reserves the right to discuss any proposal 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 proposal (technical, financial, etc.) shall be permitted.

4. Point of Contact

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

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

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

18. NATO General Terms and Conditions

Visit the following website for JWC General Terms and Conditions (hyperlink):

[Microsoft Word - JWC GENERAL TERMS AND CONDITIONS 2022.docx \(nato.int\)](#)

Additionally, NATO contracts do fall under the terms and conditions outlined in the 2008 Supplementary Agreement between the Kingdom of Norway and the Headquarters Supreme Allied Commander Transformation and Supreme Headquarters Allied Powers Europe. Of which in Article 3-8, c. states

“The relevant Norwegian authorities will, upon official announcement by the HQ, accept and facilitate, in accordance with the principles above, that contractors as defined in Article 1-1, q, may enter and reside in Norway during the period they are contracted by the HQ. The relevant Norwegian authorities will accept the contract as documentation for work permits. This will only apply to non-Norwegian citizens.”

19. Exclusion

The Supplier will not be permitted to compete for any JWC contracts which derive from contract requirements developed under this contract.

Annex A – Qualifications Matrix in accordance with paragraph 7

| Required Experience and Competency | Company Response on how candidate meets the criteria. |
|---|---|
| 1. Have at least 5 years of procurement and contracting experience which must include 2 years of governmental/military experience. (A combination of financial administration/legal administration/technical writing experience is also expectable if no direct procurement experience) | |
| 2. Have at least 1 year of budget or financial experience working with invoicing, payroll, human resources or general financial administration. | |
| 3. Have an understanding of Agile practices and are able to translate and creatively utilize its methods. | |
| 4. Are trained in and have used an e-Procurement tool, preferably integrated with an ERP/Financial Management System such as Oracle or SAP. | |
| 5. Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) 3434 – Listening, Speaking, Reading, and Writing) or equivalent. | |
| Security | Company Response |
| Valid and active NATO SECRET Security Clearance | |
| Other | Company Response |
| Any other comments relevant to the submitted bid and not covered above. Could be resume(s) for personnel intended for a potential contract. | |

Date: _____

Signature: _____

Name & Title: _____

Company: _____

Bid Reference: JWC-22-R-0007

Annex B

BID FORM
Firm Fixed Price Proposal

| Item | Description | Unit/Daily Rate |
|------|--|-----------------|
| 1. | Onsite Work Unit (daily rate) x Quantity 1 | |
| 2. | Remote Work unit (daily rate) x Quantity 1 | |
| 3. | Flight Cost Roundtrip Cost x Quantity 1 | |

Total Cost for Evaluation for purpose of award will be (15 Onsite Work Units) + (4 Remote Work Units) + (Flight Cost Quantity 1) = Evaluated Cost.

Bidder Comments:

Date: _____ Company: _____

Name & Title: _____ Signature: _____

Bid Reference: JWC-22-R-0007