



**NORTH ATLANTIC TREATY ORGANISATION**  
**JOINT WARFARE CENTRE**

EIKESETVEIEN 29 – PB 8080 – 4068 STAVANGER – NORWAY



**REQUEST FOR QUOTATION**

**JWC-21-R-009**

**FOR**

**SERVICE SUPPORT CONTRACTING EXPERTISE**

**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 agile and innovative contracting expertise 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.

#### **4. Type of Contract**

Firm Fixed Price Deliverable

#### **5. Period of Performance and Magnitude**

##### Period of performance:

As soon as possible and not later than 18 October 2021 - estimated duration not to exceed 6 months from start date.

##### Expected Effort

The effort required is expected to be between 110 - 130 billable units/days within the stated period of performance.

##### Normal Work Days:

Monday-Friday 0730 to 1530 on routine operation.

#### **6. Tasking and deliverables:**

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

- 1) Assist the Purchasing & Contracting Team to develop innovative Request for Proposals and contract specific information with each Statement of Work (SOW). This information shall include, but not be limited to; market research, warranties, disputes, indemnities, delays, delivery schedules, payments, penalties.
- 2) Develop and review contract and acquisition-related documentation including, but not limited to; 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) Perform contract administration, including amendments and modifications of in-place contracts, review for currency, accuracy and renewal applicability, throughout the contract period.

#### **7. Experience and Competency:**

- 1) Companies bidding must have relevant experience with managing contract strategies and acquisition processes from a Customer's perspective. This should include development of SOW and other relevant contract documentation in support of preparation, negotiation, award and administration of Governmental or commercial contracts.
- 2) Must be able to document an extensive experience in interpreting and applying statutes, regulations, policies and procedures applicable to contracts, cost/budget analysis of contracts, reviewing contractor

performance and technical, legal and scheduling analysis and negotiations with international firms.

- 3) Personnel provided by the company will become part of an established JWC-team and work in an international environment where English is the work language. The expectation is therefore that the on-site representative(s) of the company will be able to quickly adapt to, and fully operate in this environment. The company representative(s) will be expected to directly deliver on the company's experience and past performance whilst also have the ability to work independently, effectively and structured. Furthermore, in order to complement its on-site personnel, the company is required to provide a reach-back capacity as and when required.

Desired:

Provided personnel:

- 1) Have some experience in supporting a military organisation.
- 2) Have an understanding of Agile practices and are able to translate and creatively utilize its methods.
- 3) Are trained in and have used an e-Procurement tool, preferably integrated with an ERP/Financial Management System such as Oracle or SAP.

## **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:

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.

## **11. Pricing**

Bids must be submitted with a 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.].

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 Matrix (Annex A) and the price proposals. The anticipated Deliverable contract shall be awarded to the bidder(s) submitting the ***Technically Compliant Lowest Price*** 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), 17 September 2021**. 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](mailto:pcs@jwc.nato.int)

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

*BID PROPOSAL JWC-21-R-009*

## **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](mailto:kjetil.sand@jwc.nato.int)

All correspondence is also to be forwarded to group email box:  
[pcs@jwc.nato.int](mailto: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):  
[http://www.jwc.nato.int/images/stories/news\\_items/2016/JWC\\_GENERAL\\_TERMS\\_AND\\_CONDITIONS\\_2016June.pdf](http://www.jwc.nato.int/images/stories/news_items/2016/JWC_GENERAL_TERMS_AND_CONDITIONS_2016June.pdf)

## **19. Exclusion**

The Company will not be permitted to compete for any contracts which derives from contract requirements developed under this contract.

Annex A – Qualifications Matrix in accordance with paragraph 7

<b>Required Experience and Competency</b>	<b>Company Response</b>
Extensive experience with managing acquisition processes from a Customers' perspective.	
Work experience with all stages of a contract lifecycle. (Please provide a short comment to each of the most common stages).	
Have developed SOW's and produced other relevant contract documentation.	
Ability to work effectively and structured in a team where English is the work language.	
Able to start not later than 18 October 21.	
<b>Security</b>	<b>Company Response</b>
Valid and active NATO SECRET Security Clearance	
<b>Desired Qualifications</b>	<b>Company Response</b>
Previous experience in supporting a military organisation.	
Understands Agile practices and is able to translate and creatively utilize its methods.	
<b>Other</b>	<b>Company Response</b>
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-21-R-009

**BID FORM**

Item	Description	Unit/Daily Rate
1.	Firm Fixed Price Proposal	

Bidder Comments:

Date: \_\_\_\_\_ Company: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Bid Reference: JWC-21-R-009