

## IFIB ACT-JWC-20-59

### Q&A Week 37

**Q:** We are wondering about any other possibility than sending the quotation by mail. So, our question is if JWC could accept quotations send by e-mail to you or another defined person at your organization.

**A:** Unfortunately, for International Bidding (IFIB) we do not possess such a solution. We are aware that this software is available, and is indeed in use at other NATO entities, but it has not yet been utilized by the parent headquarter within our command structure.

**Q:** Do you want to have an USB pin delivered together with the binder with the price proposal?

**A:** USB or other digital media is not necessary to submit, as internal security regulations prohibits us from using non registered drives.

**Q:** Is it correct that we are to deliver in total 5 different binders, collected in one package?

**A:** Yes, this is correct we require the following:

#### **Number of Copies**

The bid will consist of three (3) bid packages: the Administrative documentation, the Technical Proposal and the Price Proposal. The Administrative documentation and Technical Proposal shall be submitted in one (1) original and one (1) copy. The Price Proposal shall only be submitted in one (1) original.

#### **Bid Packages**

The bid shall be: the Administrative documentation, the Technical Proposal and the Price Proposal.

**\*\*\*PLEASE NOTE: PRICE PROPOSAL, ADMINSTRATIVE DOCUMENTATION AND TECHNICAL PROPOSAL SHALL BE IN THREE SEPARATE ENVELOPES\*\*\***

**Q:** When I am to deliver the bid, should I call the guards to set up a specific time?

**A:** Proposals hand-carried to JWC, delivered by commercial courier, or parcel Delivery Companies are to be handed over to a representative of the Purchasing & Contracting Section. The Section is typically open Monday through Friday between 08:00 to 15:30 hrs, please call

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the office and arrange a time & date to be meet at the front gate. **Tel: +47 52879290/9291/9294/9284** Receipt of the proposal (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.

**\*Military guards will not receive any mail. Please email in POC in advance to arrange pickup of courier mail.**

**Q:** How will you read the Price file, do you want it on mail? , On paper, is it almost not readable?

**A:** Assuming you are using Microsoft these settings will ensure optimum printing result. In printer settings use the following: "Print one sided" / "Landscape Orientation" / "A3 Size" / "Fit all Columns on One page" picture enclosed:

