



**JOINT WARFARE CENTRE**

Postbox 8080  
N-4068 Stavanger, Norway

Visiting address: Eikesetveien 29.



**BUDFIN**

Purchasing & Contracting Section  
Postbox 8080  
4068 STAVANGER

**Tel:** +47 52 87 92 90 Chief P&C  
**Tel:** +47 52 87 92 96 Buyer

**POC:** Torgeir Strand  
**Email:** [torgeir.strand@jwc.nato.int](mailto:torgeir.strand@jwc.nato.int)

**Date:** - AUG - 2018

**SUBJECT: IFIB-ACT-JWC-18-57 INVITATION FOR INTERNATIONAL BIDDING (IFIB) FOR THE PROCUREMENT OF VEHICLES FOR JOINT WARFARE CENTRE, LOCATED IN STAVANGER**

REFERENCE: Bi-SC Directive 60-70 dated 30 June 2015.

Dear Madam or Sir

Your Company is hereby invited to participate in the Invitation For International Bidding for the **PROCUREMENT OF VEHICLES FOR JOINT WARFARE CENTRE, LOCATED IN STAVANGER**

**Partial bidding is authorized for LOT 1 or LOT 2 or LOT 3 or a combination.**

**Partial bidding is NOT authorized for single vehicles.**

The Bid Closing date for this IFIB shall be on **Friday, 5 October 2018, at 12:00 hrs.** (Central European Time). In accordance with the Bi-SC Procurement Directive at reference, the bid opening is not public. The following documents are integral part of the present IFIB:

- a. **Acknowledgement of Receipt** (which is enclosed hereto);
- b. **The Invitation for Bid IFIB-ACT-JWC-18-57**, containing:
  - Part I. Bidding Instructions
  - Part II. General Terms & Conditions
  - Part III. Special Provisions, Technical Specifications and Statement of Work (SOW)

All will be posted on the JWC Internet Website at the following link:  
<http://www.jwc.nato.int/index.php/organization/contracting> : Procurements

Your attention is drawn to Part I, Bidding Instructions, which specifies the procedures to be followed when submitting your bid.

You are requested to complete and return the attached ACKNOWLEDGEMENT OF RECEIPT.

Sincerely,

*(Original signed)*

Mr. Kjetil Sand  
BUDFIN, Chief P & C

**Acknowledgement of Receipt**

JOINT WARFARE CENTRE  
(JWC)  
PO Box 8080  
4068 STAVANGER  
NORWAY

**EMAIL TO:** [pcs@jwc.nato.int](mailto:pcs@jwc.nato.int)

**Attention: IFIB-ACT-JWC-18-57**

**Subject: Acknowledgement of Receipt of Request for Proposal**

We hereby advise that we have received Invitation for Bid **IFIB-ACT-JWC-18-57**  
on ....., together with all enclosures listed in the cover letter.

**CHECK ONE**

- { } As of this date and without commitment on our part, **we do** intend to submit a bid.
- { } **We do not** intend to submit a bid.

**NOTE:** Only bidders indicating their intention to participate in the bidding will continue to receive all further correspondence related to this IFIB. Unless specified differently, it will be e-mailed to the mentioned address.

Signature: .....

Printed Name: .....

Title: .....

Company: .....

Address: .....

.....

Email Address: .....

Point of Contact:.....



**JOINT WARFARE CENTRE**

Postbox 8080  
N-4068 Stavanger, Norway

Visiting address: Eikesetveien 29.



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**PROCUREMENT OF VEHICLES FOR JOINT WARFARE CENTRE,  
TRANSPORTATION BRANCH, LOCATED IN STAVANGER**

**PART I  
BIDDING INSTRUCTIONS**

**IFIB-ACT-JWC-18-57**

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## Part I. - BIDDING INSTRUCTIONS

### 1. GENERAL

This is a firm fixed-price type of contract for the procurement of COMPACT cars and UTILITY vehicles for JWC located in Stavanger Norway, in accordance with the technical specifications set out in Part III hereto (Special Provisions, Technical Specifications/Statement of Work).

### 2. DEFINITIONS

As used throughout this IFIB, the following terms shall have meanings as set forth below:

1. The term "Bidder" shall refer to the bidding entity that has submitted a bid in response to this IFIB;
2. The term "Contractor" shall refer to the bidder to whom the contract is awarded;
3. The term "Contracting Officer" designates the official executing this invitation for bids on behalf of JOINT WARFARE CENTRE (JWC);
4. The term "JWC" shall refer to the JOINT WARFARE CENTRE, located at Jåtta, Stavanger Norway;
5. The term "NATO" shall refer to the North Atlantic Treaty Organization;
6. The term "days" as used in this IFIB shall, unless otherwise stated, be interpreted as meaning calendar days.
7. "Purchase Order" means the contractual document used by JWC to order supplies and services;

### 3. ELIGIBILITY

This IFIB is open to bids from firms that:

- originate and are chartered/incorporated the NATO-member nations (29)<sup>1</sup>;
- maintain a professionally active facility (i.e.: office/factory/laboratory, etc.) within NATO-member nations (29);
- work in the field of required services and are legally authorized to operate at the time of bidding;

### 4. DURATION OF THE CONTRACT

The contract awarded through this IFIB shall be effective upon award and consequently a proper Purchase Order will be issued to the selected contractor.

### 5. EXEMPTION FROM TAXES

According to the agreements (Article VIII of the Paris Protocol dated 28 Aug 1952, Article 151 of the COUNCIL DIRECTIVE 2006/112/EC dated 28 November 2006), goods and services under the contract are exempt from taxes, duties and similar charges. Where notwithstanding, these are imposed by national regulations, bidders will enclose the list and the amounts of taxes, duties and similar charges which have been included in their bid, with a justification.

<sup>1</sup> The eligible countries are: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Rep, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom and United States of America.

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## 6. AMENDMENT OR CANCELLATION OF IFIB

1. JWC reserves the right to amend or delete any one or more of the terms, conditions or provisions of the IFIB prior to the date set for the bid closing. An amendment or amendments to this IFIB will announce such action;
2. JWC reserves the right to cancel, at any time, this IFIB partially or in its entirety. 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 bidder for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All effort initiated or undertaken by the bidder shall be done considering and accepting this fact. If this IFIB is cancelled prior to the bid opening, the bids already received will be returned un-opened to the senders upon their request.

## 7. BIDDERS REQUEST FOR CLARIFICATION

1. Prospective bidders should seek clarification as soon as possible. Any explanation desired by a bidder regarding the meaning or interpretation of this IFIB, clauses, specifications etc., shall be requested in writing (letter or email) from the Contracting Officer. The Contracting Officer shall receive such requests for clarification no later than 14 calendar days before the bid closing date;
2. Information given to a prospective bidder will be furnished to all prospective bidders, as an amendment to this IFIB, only if such information is necessary to bidders in submitting offers or if the lack of such information would be prejudicial to other bidders. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer.

## 8. BID CLOSING DATE

Bids shall be received at JWC no later than **Friday, 5 October 2018, at 12:00 hrs.** (Central European Time) as indicated on the transmittal letter of this IFIB, or the authorized extension thereof. At that date and time the bidding will be closed.

## 9. EXTENSION OF BID CLOSING DATE

Any bidder may request directly to the JWC Contracting Officer an extension of the bid closing date. However, the request shall reach the Contracting Officer, in writing (an email suffices), no later than fourteen (14) calendar days prior to the bid closing date and shall include a strong justification for the request. The JWC Contracting Officer may, at his/her own discretion, grant an extension of the bid closing date.

## 10. BID VALIDITY

Bids submitted shall remain valid for a period of ninety (90) calendar days counted from the bid closing date. JWC reserves the right to request an extension of validity if a decision cannot be made within this time. Bidder will be entitled to either grant or deny this extension of validity; JWC will automatically consider a denial as a withdrawal of the bid.

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## 11. BID CONTENT

The proposal shall consist of the following minimum documents (please see and tick the checklist provided at Enclosure 1 hereto):

1. A table of contents for the entire proposal (please see and tick the checklist provided at Enclosure 1 hereto);
2. Compliance Statement for the intended contract (Enclosure 2 hereto);
3. Provision of technical documents: any other appropriate technical information to determine whether Bidder's proposed products, terms, and conditions comply with all the requirements of the IFIB.
4. Price Proposal.
5. The Price Proposal shall be submitted in NOK currency on the attached PRICE FORMAT (Enclosure 3, 4, 5 hereto) or a similar format. Although bidders are authorized to adapt the format according to their needs, they must keep in mind that basic presentation must not change. **The Price Proposal shall be placed in a sealed envelope.**
6. Bidders shall note that partial bidding is authorized. Pr. LOT.
7. Annex A-2 Certificate of Legal Name of Bidder
8. Annex A-3 Certificate of Independent Determination
9. Annex A-4 Certificate of Bid Validity
10. Annex A-5 Certificate of Exclusion of Taxes and Charges
11. A CD-ROM / DVD containing an electronic copy of all the documentation submitted listed above **(with the exclusion of the Price Proposal)**. **For security reasons, USB keys are not authorized.**

## 12. BID SUBMISSION

1. The whole proposal, to include any submittals, shall be written in English.
2. The submission package shall consist of a sealed envelope / package **whose size shall not exceed 10x30x37cm.**
  - 2.1. **The sealed envelope / package shall contain all the documents listed in Enclosure 1 to Part I hereto. Amongst these documents, the "Price proposal" shall be placed in a separate sealed envelope.**
  - 2.2. The submission package shall be labelled with the mailing label at Enclosure 6 hereto.
3. Bids may be submitted through the postal system no later than five (5) calendar days before the Bid Closing Date, or by courier or hand-carried. Bids can also be handed over to a representative of the JWC Contract Management Section, if available, located in E-Block, JWC during working days and this between 09.00 to 11.30 hrs. and 13.30 to 15.30 hrs.
  - 3.1.1. In case there is no representative from the JWC P&C Section available, then bids shall be handed over to JWC Registry.

## 13. LATE BIDS

1. The bidder shall make every effort to ensure that his bid reaches JWC before or on the exact date and time set for the bid closing. Any Bid received after this time is considered a late bid. Late bids shall be considered only before the Contract has been awarded and on condition that their failure to arrive on time is solely the result of:
  2. A delay in the government channels, i.e., governmental courier service or mail for which the bidder was not responsible. However the bid should have been sent no later than five (5) calendar days before the bid closing, by Registered Mail or by Certified Mail, for which an official Post Office date stamp or the receipt for certification has been obtained. Note: commercial courier or parcel - delivery companies are not considered to be government channels;
3. Mishandling by JWC personnel upon or after receipt;
4. Other late proposals cannot be considered for award;

- 1) Late bids will be held unopened (unless opened for identification) until after award and then retained with other unsuccessful bids.

## 14. 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 the JWC Contracting Officer. The bid will be returned unopened to the bidder, at his expense.

## 15. BID EVALUATION

1. The evaluation of bids and the determination as to the responsiveness and technical adequacy of the services, products and materials offered shall be the responsibility of JWC 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.
2. Bids will be evaluated in accordance with the following process whose aim is to select the lowest technically compliant bidder:
3. Selection criteria (**PASS or FAIL**):
  - 3.1. Thorough administrative, financial and technical evaluation to ensure bidders compliance with the JWC Terms & Conditions (Part I, Part II and Part III of this Invitation for Bidding). This step will also include the determination of the bidder's responsibility<sup>1</sup>, to make sure that they:
    - have adequate financial resources to perform the contract;
    - are able to comply with the required or proposed delivery or performance schedule.
  - 3.2. Assessment of technical compliancy with bidding, contractual and technical provisions / specifications / required performance criteria (**PASS or FAIL**);
4. Award criteria: cost/price (lowest price tender).

## 16. CLARIFICATION OF BIDS

During the entire bid evaluation process JWC reserves the right to clarify any bid with the bidders in order to clearly identify what is being offered and to resolve any potential areas of non-compliance.

## 17. AWARD

1. JWC contemplates to make an award for all vehicles in the proposal.
2. JWC will award the contract to the Bidder whose conforming proposal represents the lowest technically compliant solution for JWC, and demonstrates that the Bidder can fully accomplish the IFIB requirements.
3. Notwithstanding the provisions of the paragraph 17.1 above, JWC reserves the right, at any time, to reject any or all bid and/or to not proceed with any award as a result of this IFIB.

<sup>1</sup> JWC reserves the right to verify the results of Bidder's financial analysis through direct use of the Dun and Bradstreet (D&B) reporting system. The D&B analysis of the Bidder shall not highlight risk of business failure.



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## 18. COMMUNICATIONS

1. Any communication related to this IFIB, between a prospective bidder or a bidder and JWC shall only be through the JWC Contracting Officer in the first instance. Designated JWC personnel will assist the Contracting Officer in the administration of this IFIB. There shall be no contact with other JWC personnel. This is to maintain all bidders on equal and competitive footing;

2. POINTS OF CONTACT:

Mr. Kjetil Sand, Contracting Officer  
Telephone: +47 5287 9290  
Facsimile: +47 5287 9295  
Email address: [kjetil.sand@jwc.nato.int](mailto:kjetil.sand@jwc.nato.int)

or

Mr. Torgeir Strand Contract Administrator  
Telephone: +47 5287 9296  
Facsimile: +47 5287 9295  
Email address: [torgeir.strand@jwc.nato.int](mailto:torgeir.strand@jwc.nato.int)

3. All correspondence will be forwarded to:

JOINT WARFARE CENTRE  
BUDFIN PURCHASING AND CONTRACTING  
POSTBOKS 8080  
4068 STAVANGER  
NORWAY

## 19. "ZERO TOLERANCE POLICY"

1. All ACT Purchasing and Contracting personnel observes a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. Bidders are therefore expected not to offer any gift or hospitality during any phase of the acquisition process (i.e. pre-award, award, post-award).
2. By submitting a proposal in response to this IFIB the bidders implicitly certify that neither the bidders nor their agents or representatives have offered or given any gratuity whatsoever to any NATO personnel with a view to securing a contract or favorable treatment with regard to the award, modification or execution of any contract under this solicitation.
3. The Contracting Officer may, by registered letter, terminate any contract awarded as a result of this solicitation at no cost to JWC without notice if it is found, after an investigation that gratuities such as, but not limited to entertainment and gifts were offered or given by the Contractor to JWC personnel with the respect to the award of any contract under this solicitation, or to the taking of any decision regarding its execution.
4. If the Contracting Officer established that the provisions stated in paragraphs 19.1, 19.2 and 19.3 above have been disregarded, the bidder(s) may be removed from any NATO source list after JWC will have informed both NATO Commands and the relevant national authorities.

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**Enclosure 1 to Part I - Content of proposal / checklist <sup>1</sup>**

- Enclosure 2 to part I hereto - Compliance Statement for the intended contract
- Enclosure 3 to part I hereto – Price Proposal LOT 1
- Enclosure 4 to part I hereto – Price Proposal LOT 2
- Enclosure 5 to part I hereto – Price Proposal LOT 3
- Enclosure 6 to part I hereto – Mailing label
- Annex A-2 to Part I Certificate of Legal Name of Bidder
- Annex A-3 to Part I Certificate of Independent Determination
- Annex A-4 to Part I Certificate of Bid Validity
- Annex A-5 to Part I Certificate of Exclusion of Taxes and Charges

<sup>1</sup>This enclosure is meant to help you ascertain that you are providing JWC **with all documents/information required**. For more information regarding these titles, please refer to detailed description previously provided in Part I.

**Enclosure 2 to Part I - Compliance Statement**

**JOINT WARFARE CENTRE**

Postbox 8080  
N-4068 Stavanger, Norway

Visiting address: Gamle Eikesetvei 29.

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**PROCUREMENT OF VEHICLES FOR JOINT WARFARE CENTRE**

**PART I BIDDING INSTRUCTIONS,**

**ENCLOSURE 2 COMPLIANCE STATEMENT**

It is hereby stated that our bid to IFIB-ACT-JWC-18-57 is fully compliant with the Bidding Instructions, General Provisions and Statement of Work as contained in Part I, II and III of this document, with:

No exceptions

Or

The following exception(s):

Part	Paragraph	Description of Deviation

Date: \_\_\_\_\_  
Company: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name & Title: \_\_\_\_\_

Bid Reference: IFIB-ACT-JWC-18-57

**Enclosure 3 to Part I – Price Proposal LOT 1**

Ms./Mr. \_\_\_\_\_ on behalf of the

firm \_\_\_\_\_ proposes to apply the

following **for the Vehicle Procurement for JWC** as per the estimated quantities indicated in Part III hereto (Special Provisions, Technical Specifications/Statement of Work):

**LOT 1**

#	DESCRIPTION	UNIT PRICE (NOK)
1	<b>Passenger vehicles 9 seat, long version, as per the attached vehicle specifications</b> - Administrative documents (e.g.: certificate of conformity or other documents/certificates foreseen by EU legislation). - 1 Manual in English language - 1 Manual in Norwegian language	
2	Delivery costs including full admin services and shipment	

<b>PROPOSED VEHICLE TYPE:</b>	
<b>WARRANTY</b>	
<b>DELIVERY LOCATION:</b>	STAVANGER, NORWAY
<b>DELIVERY (No. of calendar days from order confirmation):</b>	

#	DESCRIPTION	UNIT PRICE (NOK)
3	Maintenance costs <b>per vehicle</b> during the warranty period, if any (provide details, as necessary)	

\_\_\_\_\_  
(Bidder's Name and Signature)

\_\_\_\_\_  
(Date)

**Enclosure 4 to Part I – Price Proposal LOT 2**

Ms./Mr. \_\_\_\_\_ on behalf of the

firm \_\_\_\_\_ proposes to apply the

following **for the Vehicle Procurement for JWC** as per the estimated quantities indicated in Part III hereto (Special Provisions, Technical Specifications/Statement of Work):

**LOT 2**

#	DESCRIPTION	UNIT PRICE (NOK)
1	<b>Mini Bus 16+1 seat, long version, as per the attached vehicle specifications</b> - Administrative documents (e.g.: certificate of conformity or other documents/certificates foreseen by EU legislation). - 1 Manual in English language - 1 Manual in Norwegian language	
2	Delivery costs including full admin services and shipment	

<b>PROPOSED VEHICLE TYPE:</b>	
<b>WARRANTY</b>	
<b>DELIVERY LOCATION:</b>	STAVANGER, NORWAY
<b>DELIVERY (No. of calendar days from order confirmation):</b>	

#	DESCRIPTION	UNIT PRICE (NOK)
3	Maintenance costs <b>per vehicle</b> during the warranty period, if any (provide details, as necessary)	

\_\_\_\_\_  
(Bidder's Name and Signature)

\_\_\_\_\_  
(Date)

**Enclosure 5 to Part I – Price Proposal LOT 3**

Ms./Mr. \_\_\_\_\_ on behalf of the

firm \_\_\_\_\_ proposes to apply the

following **for the Vehicle Procurement for JWC** as per the estimated quantities indicated in Part III hereto (Special Provisions, Technical Specifications/Statement of Work):

**LOT 3**

#	DESCRIPTION	UNIT PRICE (NOK)
1	<b>Cargo van 3 seat, long version, extra high roof capable of transporting four (4) Euro Size pallets, as per the attached vehicle specifications</b> - Administrative documents (e.g.: certificate of conformity or other documents/certificates foreseen by EU legislation). - 1 Manual in English language and Norwegian	
2	Delivery costs including full admin services and shipment	

<b>PROPOSED VEHICLE TYPE:</b>	
<b>WARRANTY</b>	
<b>DELIVERY LOCATION:</b>	STAVANGER, NORWAY
<b>DELIVERY (No. of calendar days from order confirmation):</b>	

#	DESCRIPTION	UNIT PRICE (NOK)
3	Maintenance costs <b>per vehicle</b> during the warranty period, if any (provide details, as necessary)	

\_\_\_\_\_  
(Bidder's Name and Signature)

\_\_\_\_\_  
(Date)

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**Enclosure 6 to Part I - Mailing Label**

*(The label below is to be completed by the bidder and fixed/glued to the exterior envelope or parcel of the Bid Package(s) mailed to JWC).*

*(Cut along the lines)*

**SEALED BID TO IFIB-ACT-JWC-18-57**

**SENDER:** .....

.....

.....

.....

**TO: JOINT WARFARE CENTRE**

**BUDFIN, PURCHASING & CONTRACTING**

**POSTBOKS 8080**

**4068 STAVANGER**

**NORWAY**

IFIB-ACT-JWC-18-57

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**JOINT WARFARE CENTRE**

Postbox 8080  
N-4068 Stavanger, Norway  
Telephone  
Direct dial: 52879290 Chief P&C  
Direct dial 52879296 Buyer



# IFIB-ACT-JWC-18-57

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## PROCUREMENT OF VEHICLES



**PART II**

**IFIB-ACT-JWC-18-57**

**PROCUREMENT OF VEHICLES**

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## 1. ORDER OF PRECEDENCE

In the event of any inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved giving precedence in the following descending order:

- 1<sup>st</sup> Purchase Order Terms
- 2<sup>nd</sup> Special Terms and Conditions
- 3<sup>rd</sup> These General Provisions (Part II)
- 4<sup>th</sup> The Statement of Work (Part III)
- 5<sup>th</sup> The formal Bid or Proposal accepted by JWC

## 2. DEFINITIONS

As used throughout this Contract, the following terms shall have the meanings as set forth below;

- a. “**Acceptance**” means the action by which the JWC acknowledges that the Supplier has fully demonstrated that the Supplies delivered are complete and operational.
- b. “**JWC**” means the Joint Warfare Centre. Joint Warfare Centre (JWC) is set up by the North Atlantic Council under Article 14 of the Protocol on the Status of International Military Headquarters, 1952, (Paris Protocol).
- c. “**Contracting Officer**” means the person executing and managing this contract on behalf of JWC.
- d. “**Contract**” means the contractual instrument (purchase order or written agreement) to which these General Rules and Conditions applies.
- e. “**Delivery**” means, as applicable, the exact or latest possible date(s) by which the Supplier shall deliver Supply (Goods or provide the Services) to the JWC under the Contract.
- f. “**NATO**” means the North Atlantic Treaty Organisation.
- g. “**Supplier**” means a party that supplies Goods or Services.
- h. “**Day**” means any calendar day.
- i. “**COR/COTR**” means the Contracting Officer’s Representative.
- j. “**Force Majeure**” means an event or effect that can be neither anticipated nor controlled, provided that such event or effect is not attributable to the fault or negligence of the Supplier and cannot be prevented by it. The term includes both acts of nature (e.g., floods and hurricanes) and acts of people (e.g. riots and wars). Neither strike nor

labour stoppages by the Supplier's workforce nor civil unrest shall constitute Force Majeure.

- k. **"Goods"** means any and all of the products to be supplied by the Supplier to the JWC under the Contract, including any replacement parts furnished pursuant to a warranty or otherwise, regardless of whether the price(s) for such Good(s) is or are separately indicated.
- l. **"Sub-Contractor"** means a Third Party who has entered into an agreement with the Supplier for the provision of Supply under this Contract.
- m. **"Subcontract"** means, except as otherwise provided in this Contract, any agreement or contract made by the Supplier with any other party in fulfilment of any part of this Contract, and any agreement, contract or subcontract hereunder.
- n. **"Work"** means all work which the Supplier shall perform or cause to be performed under this Contract.
- o. **"Supplies"** means the Services and the Goods identified in the Contract.
- p. **"Services"** means any and all services to be provided by the Supplier to the JWC under the Contract, including but not limited to applicable consultancy, report, design work, creation or licensing of intellectual property, training, installation, maintenance, repair or other after-sales service.
- q. **"Purchase Order"** means the contractual document used by JWC to order supplies and services.

### **3. AUTHORIZATION TO PERFORM**

- a. The Supplier warrants that:
  - (1) it and its Sub-Contractors, if any, have been duly authorized to provide the required goods and services and to register and deliver it in Norway;
  - (2) it and its Sub-Contractors, if any, have obtained or will obtain all necessary licenses and permits required in connection with the Contract;
  - (3) it and its Sub-Contractors, if any, will fully comply with all the laws, decrees, labor standards and regulations of Norway during the performance of the Contract; and

- (4) attainment of any license, permit or authorization that is required for provision of the Supplies shall be sole obligation of the Supplier.
- (5) In line with these contractual terms and conditions, the supplier must provide the details/paperwork of your corporate registration in Norway. The required documentation must be provided at your earliest opportunity but not later than **10-Sep-2018**.

#### **4. SUPPLIER'S STATUS AND AUTHORIZATIONS**

- a. The Supplier and/or its personnel nor its Sub-Contractors, if any, shall not be considered in any respect as being employees, organs or agents of the JWC or NATO. Nothing in this Contract shall be construed as creating a partnership or joint venture of any kind. Neither Party shall be authorized to bind the other Party legally, financially or otherwise except as explicitly indicated in the Contract.
- b. No NATO privileges or immunities will be granted to Suppliers or its personnel. The SUPPLIER's personnel cannot become members of NATO MWA funded activities, e.g. Jatta Community Club, Jatta International Women's Club, or the Sports Clubs.
- c. The NATO SOFA or Paris Protocol does not apply to the Supplier or sub-contractor, or to their respective personnel. Work permits and residency permissions must be obtained in accordance with Norwegian law where applicable.

#### **5. ASSIGNMENT AND SUB-CONTRACTING**

- a. The Supplier shall not assign, transfer, pledge, subcontract or make other disposition of the Contract either in whole or in part except with the express written consent of the JWC and in accordance with the following reservations:
  - a. any modifications, including changes, additions or deletions and instructions under this Contract shall not be binding unless agreed in writing by the Contracting Officer.
  - b. Sub-Contractors' personnel shall be nationals of NATO member States, unless specifically authorized by the Contracting Officer.
  - c. the Supplier shall determine that any Sub-Contractor proposed by him for the furnishing of Supplies which shall involve access to classified information in the Supplier's custody has been granted an appropriate security clearance by the Sub-Contractor's national authorities, which is still in effect, prior to being given access to such classified information.

- d. the Supplier shall be fully responsible for its Sub-Contractors and in any Subcontract shall bind the Sub-Contractor by the same terms and conditions by which the Supplier is bound under the Contract. Any subcontracting shall not relieve the Supplier from any liability or obligation under the Contract.

**6. GUARANTEES OF THE SUPPLIER**

a. The Supplier declares that the Supplies:

- (1) are of the quality(ies), quantity(ies) and description(s) required by, and conform to the terms or reference or technical specification of the Contract;
- (2) fully comply with applicable laws, directives, rules and regulations; and
- (3) are free from any right or claim of a third party, including rights based on industrial or intellectual property.

b. The Supplier further declares that:

- (1) it is competent to perform the Services; and
- (2) it has necessary associated capacities and qualifications, including knowledge, certifications, skills and personnel.

**7. SERVICE AND PARTS AVAILABILITY**

Unless as specified otherwise in the Technical Specifications, the Supplier and his Sub-Contractors will maintain and furnish a source of an adequate supply of services, components, spare parts and sub-assemblies to properly maintain the supplies for a period of minimum five (5) years from Contract Effective Date.

**8. NOTICE OF SHIPMENT**

a. At the time of delivery of any Supplies to a carrier for transportation, the Supplier shall give notice of shipment to the Contracting Officer and to such other persons or installations as are designated by the Contracting Officer. If such instructions have not been received by the Supplier at least one (1) working day prior to such delivery to a carrier, the Supplier shall request instructions from the Contracting Officer concerning notice of shipment to be given.

b. The following information shall be included in such notification:

- (1) Contract number;
- (2) Shipping address;
- (3) From: (Name and complete address of consignor)

- To: (Name and complete address of consignee);
- (4) Listing of supplies by Contract Items(s);
  - (5) Number of and marking on packages(s);
  - (6) Weight and dimensions of packages(s);
  - (7) Name and address of Carrier, mode and date of shipment with waybill Number;
  - (8) Customs documents required by the Supplier (if applicable).

## **9. SECURITY**

- a. The Supplier shall comply with all security requirements prescribed by the JWC and the National Security Authority or designated security agency of each NATO country in which the Contract is performed.
- b. The Supplier shall be responsible for the safeguarding of NATO classified information, material and equipment entrusted to him or generated by him in connection with the performance of the Contract.
- c. Any known or suspected breaches of security or other matters of security significance is a violation of the professional confidentiality between the Parties, and may constitute a criminal offence under Norwegian law. Violations are to be reported immediately to the other Party by the Party, who becomes aware of the violation, and to the appropriate authorities in order to institute investigations.
- d. If security violations occur, the Party being exposed to the violation is entitled to immediately declare the Contract void, and to claim penalties and compensation as set out in Article 22 below.

## **10. ACCEPTANCE**

- a. Acceptance or rejection of the Supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract.
- b. Acceptance shall be conclusive, except for latent defects, fraud, gross negligence amounting to fraud, or otherwise stated in the Contract. The formal Acceptance will take place when the following requirements have been met:
  - (1) availability at final destination of all Supplies;
  - (2) successful completion of acceptance testing;
  - (3) verification of the inventory;
  - (4) satisfactory completion of all training or other services, if any, required by that date; and
  - (5) agreement between the JWC and the Supplier on a discrepancy list (if necessary) and corresponding clearance dates.
- c. When discrepancies exist and if these do not prevent satisfactory use or operation of the Supplies, the JWC may declare the acceptance provisional. In this case the JWC is authorized to withhold from

payment an amount commensurate with the importance of the discrepancies but in any case not less than ten (10) percent of the total contract value and this until all discrepancies have been cleared; at that time the Acceptance becomes final.

## **11. OWNERSHIP**

Unless specified elsewhere in this Contract, title to Supplies furnished under this Contract shall pass to the JWC upon Acceptance, regardless of when or where the JWC takes physical possession.

## **12. WARRANTY**

- a. The Supplier issues a warranty on the product for a period of 5 (five) years (warranty period), from the date of Delivery and Acceptance, certifying that the product fulfils the agreed standards. Under the warranty the Company is obliged to repair or put into working order any fault or defect at Company's own expense, no matter when JWC – within the warranty period notifies Company of the fault or defect.
- b. The provisions of this Article are equally applicable to any item replaced or repaired under warranty.
- c. The Supplier is liable for any and all faults or defects depreciating value or affecting the usability of the Supplies and depreciating or compromising the standards as defined in the Contract, or by Norwegian Law.
- d. The warranty applies to all faults or defects as described in this paragraph, and reported by the JWC before the expiration of the warranty period. The procedure shall be as follows:
  - (1) JWC is obliged to notify the Company in writing, of any fault or defect no later than 14 (fourteen) days after the JWC has identified or discovered the fault or defect.
  - (2) In case the Supplier is unable to replace or repair faults or defects occurring within the warranty period, the JWC is entitled to:
    - Replacement product with equal or better specification;
    - reduce the payment corresponding to the loss of functionality and technical value, provided that the fault or defect is only partly and does not affect the general usability of the Supplies;
    - If the fault or defect affects the general usability of the Supplies, set aside and declare the Contract void and subject to compensation, or request another company to do the remaining and necessary works at Supplier's expense.
  - (3) Repairing of the defect should be reported in a protocol.



- (4) In case of a provisional acceptance the warranty period starts at the date of provisional acceptance and ends 5 (five) years after the date of provisional acceptance.
- (5) Failure to agree upon any determination to be made under this Article shall be a dispute concerning a question of fact within the meaning of the "Disputes" Article of this Contract.
- (6) The rights and remedies of the JWC provided in this Article are in addition to and do not limit any rights afforded to the JWC by any other Article of the Contract.
- (7) The warranty period shall be extended by a period equal to the time taken by the Supplier to repair or replace the item (Supplies) under warranty.

### **13. EXPORT CONTROL**

The Supplier warrants that, if applicable all necessary permits related to export control or other associated arrangements shall be valid prior to contract award. Should the Supplier require export pre-approval the JWC Legal Office will be provided a preview of said Suppliers request PRIOR to the Supplier submission to a Government entity. Upon validation of request by the JWC Legal Office, subject agreement or request may be submitted to appropriate authority.

### **14. JWC REGULATIONS**

The Supplier shall comply with the applicable provisions of JWC regulations and Directives as communicated to it by the Contracting Officer.

### **15. SUPPLIER NOTICE REGARDING DELAY**

In the event the Supplier encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the Contract delivery schedule or date, he shall immediately notify the Contracting Officer in writing, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the JWC of any delivery schedule or date, or of any rights or remedies provided by law or under this Contract.

### **16. NOTICE OF ASSISTANCE WITH RESPECT TO PATENT AND COPYRIGHT INFRINGEMENT**

- a. The Supplier shall report to the Contracting Officer, promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this Contract of which the Supplier has knowledge.

- b. In the event of any claim or suit against the JWC on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any Supplies furnished or Work or Services performed hereunder, the Supplier shall furnish, free of charge, to the JWC, when requested by the Contracting Officer, all evidence and information in possession of the Supplier pertaining to such suit or claim.
- c. This Article shall be included in all Sub-Contracts.

## **17. INTELLECTUAL PROPERTY**

- a. Unless the Supplier has advised the JWC before the acceptance of the Contract on existing third parties or Supplier's rights arising otherwise than by virtue of this Contract, and with due regard to national security regulations, all rights in the results of work undertaken by, or on behalf of, the JWC for the purpose of this Contract, including:

- (1) any technical data specifications, report, drawings, computer software data, computer programs, computer databases, computer software, to include source code, resulting from performance of experimental, developmental, integration, testing, or research work which was specified as an element of performance in this Contract, documentation including software documentation;
- (2) design data, specifications, instructions, test procedures;
- (3) training material produced or acquired in the course of such work without prejudice to the residual rights of the Supplier to use the same or similar materials on future occasions in connection with work carried out for the JWC;
- (4) Plans, drawings, manuals or instructional materials prepared or required to be delivered under this Contract for implementation management, installation, operation, maintenance and training purposes; and
- (5) in particular, all rights, including copyright therein,

will vest in and be the sole and exclusive property of the JWC.

- b. Technical data and software delivered under this Contract shall be marked with the number of this Contract, name of the Company and the rights transferred to JWC.

**18. SOFTWARE RELEASES AND UPDATES**

- a. All software implemented on or delivered with the Supplies shall be at the start of Acceptance, the most recent versions or releases as available.
- b. The Supplier shall for duration of minimum five (5) years after Acceptance, and upon their availability, offer to the JWC all software changes, fixes and new releases. These shall be offered at no cost when they are offered free of charge on the commercial market.

**19. QUALITY ASSURANCE AND CONTROL; AUDIT**

- a. The Supplier shall have established a quality assurance system based on ISO 9000 Standards as applicable to the work, describing in which manner the Supplier will secure that the work will satisfy all quality requirements. Such system shall be subject to JWC's review and the JWC has the right to audit the Supplier's quality assurance system at any time during the term of the Contract.
- b. As a part of the quality assurance system the Supplier may be required to issue a Status Report on a regular basis. Typically such Report should contain the following:
  - (1) Summary of work completed in the reporting period,
  - (2) Current and/or anticipated problems/deficiencies, if any;
  - (3) Closing date(s) for open issues, if any;
  - (4) Comments/Queries.
- c. JWC reserves the right to inspect any facilities required by the Supplier or to fulfil the obligations of this Contract, at any time.
- d. The JWC audit personnel or any person designated by the Contracting Officer shall have the right to inspect or audit the Supplier's account books and to make such inspections or audits as may be considered necessary to verify and ensure strict compliance with all provisions of this Contract and with the applicable JWC Directives.
- e. The Supplier agrees that the JWC or any of its duly authorized representatives shall, until the expiration of 5 (five) years after final payment under this Contract, have access to and the right to examine any pertinent books, documents, papers, and records of the Supplier involving transactions related to this Contract. The Supplier further agrees to include in all his Sub-Contractor(s) hereunder a provision substantially set for in this paragraph.

**20. QUALITY IMPROVEMENT**

- a. If the quality inspections and assessments show a need for improvement the Supplier shall submit an action plan to the Contracting Officer. The plan shall contain information on how the Supplier will solve the issues and a time schedule for implementation of the improvements. The plan must be approved by the Contracting Officer in writing.
- b. The Supplier shall keep up with developments in its professional field and, subject to the written approval of the Contracting Officer, make changes to improve and develop the services provided to the JWC.

**21. HEALTH, SAFETY AND INCIDENT PREVENTION**

The Supplier is obligated to ensure that personnel working inside the JWC areas are working in accordance with applicable national or local laws, codes and/or regulations as well as JWC Directives and Standard Operating Procedures (SOPs). If the Contracting Officer notifies the Supplier in writing of any non-compliance in the performance of this Contract, with safety and health rules and requirements and the Supplier fails to take immediate corrective actions, the Contracting Officer may order the Supplier to stop all or part of the Work until satisfactory corrective action has been taken. Such order to stop Work shall not entitle the Supplier to an adjustment of the price or other reimbursement for resulting increased costs, or to adjustments of the delivery or performance schedule.

**22. PENALTIES**

If, JWC impose penalties on the Supplier, such penalties shall amount to 0.5% (zero point five percent) of the total contract price for each Day following the delivery date(s) specified in the Contract, not to exceed 10% (ten percent) of the total contract price. The penalties for the delay may be deducted by the JWC from any sum(s) due, or to become due, to the Supplier.

**23. DELAY NOT ATTRIBUTABLE TO THE SUPPLIER**

If at any time the Supplier is delayed in providing the Supplies or in fulfilling any other obligation under the Contract due to any cause beyond the Supplier's reasonable control, including but not limited to Force Majeure, the Contracting Officer may, by written notice, extend the delivery date(s) or fulfilment of any other obligation for such period of time as the JWC grants at its sole discretion.

**24. INDEMNITY**

The Supplier shall indemnify and hold the JWC and its personnel, agents and employees harmless from any and all claims, suits, demands, liabilities, damages, losses and expenses of any nature or kind arising from:

- (1) any personal injury or damage of any property arising out of or in any way connected with any act or omission by the Supplier and/or the Contractors in the provision of services under the Contract, unless it is caused from negligence on the part of the JWC and/or JWC's personnel;
- (2) any taxes or other payments owed by the Supplier and/or the Contractors to any governmental agency as a result of any services provided hereunder, and any compensation owed to any employee of the Supplier for services provided hereunder;
- (3) any claim by any third party that the Supplies, the Work or materials provided hereunder infringes a copyright, patent, trade secret or other intellectual property right of such third party;
- (4) acts or omissions of the Supplier or its employees, agents and Sub-Contractors in the performance of the Contract.

## **25. TERMINATION**

### **25.1. TERMINATION FOR CONVENIENCE OF JWC**

- a. The Contracting Officer reserves the right to terminate this Contract, or any part hereof, for its sole convenience by serving a 30 (thirty) Day written notice to the Supplier.
- b. In the event of such termination, the Supplier shall immediately stop all Work hereunder and shall immediately cause any and all of its suppliers and Sub-Contractors to cease work.
- c. Subject to the terms of this Contract, the Supplier shall be paid a percentage of the Contract price reflecting the percentage of the Work performed prior to the notice of termination, plus reasonable charges the Supplier can demonstrate to the satisfaction of the JWC using its standard record keeping system have resulted from the termination, but in no case shall the total amount of payment to the Supplier exceed the agreed Contract price.
- d. The Supplier shall have no claim for damages, compensation, loss of profit or otherwise except as provided in this Article.
- e. The Supplier shall continue the performance of this Contract to the extent not terminated under the provision of this Article.

### **25.2. TERMINATION FOR DEFAULT**

- a. The Contracting Officer may, subject to the provisions of paragraph c. below, by written notice of default to the Supplier, terminate the whole or any part of this Contract in any one of the following circumstances:

- i. If the Supplier fails to make delivery of the Supplies or to perform the Work within the time specified herein or any extension thereof; or
  - ii. If the Supplier fails to perform or comply with any or all of the other provisions of this Contract, or does not make adequate progress such that failure endangers performance of this Contract in accordance with its terms and in either of these two circumstances does not cure such failure within a period of 10 (ten) Days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.
- b. In the event the JWC terminates this Contract in whole or in part as provided in paragraph a, of this Article, the JWC may impose penalties in accordance with Article 22 of this General Terms and Conditions. The JWC may also procure Supplies or Work similar to those so terminated and the Supplier shall be liable to the JWC for any excess costs for such similar Supplies or Work. The Supplier shall continue the performance of this Contract to the extent not terminated under the provisions of this Article.
- c. If this Contract is partly terminated as provided in paragraph a. of this Article, the JWC, in addition to any other rights provided in the Article, may require the Supplier to transfer the ownership and deliver to the JWC in the manner and to the extent directed by the Contracting Officer:
- (1) Any completed Supplies and
  - (2) Such partially completed Supplies and materials, parts, tools, die, jigs, fixtures, plans, drawings, information and contract rights (hereinafter called "Manufacturing materials") as the Supplier has specifically produced or specifically acquired for the performance of such part of this Contract as has been terminated; and the Supplier shall, upon direction of the Contracting Officer, protect and preserve property in the possession of the Supplier in which the JWC has an interest. Payment for completed Supplies delivered to and accepted by the JWC shall be at the contract price. Payment for manufacturing materials delivered to and accepted by the JWC and for the protection and preservation of property shall be in an amount agreed upon by the Supplier and the Contracting Officer; failure to agree such amount shall be a dispute concerning a question of fact within the meaning of the Article of this Contract entitled "Dispute". The JWC may withhold in accordance with Norwegian law from amounts otherwise due the Supplier for such completed Supplies or manufacturing materials such sum as the Contracting Officer determines to be necessary to protect the JWC against loss.

- d. If, after notice of termination of this Contract under the provisions of this Article, it is determined for any reason that the Supplier was not in default under the provisions of this Article, or that the default was excusable under the provisions of this Article, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to such Article.,
- e. Both Parties are under duty of good faith. The Contract includes not only the specific terms, but also law and customary practice applicable in the place where the Contract is to be carried out and to the Type of Trade to which the Contract relates.

**25.3. TERMINATION FOR INSOLVENCY, BANKRUPTCY, ETC.; NOTICE**

- a. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, the Contracting Officer may with immediate effect and without prejudice to any other right or remedy available to it, suspend performance or the Supplier's obligations or terminate the Contract with immediate effect, by providing the Supplier with written notice thereof.
- b. Should the Supplier be adjudged bankrupt, or should the Supplier make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier's insolvency, the Contracting Officer may, without prejudice to any other right or remedy available to it, terminate the Contract with immediate effect providing the Supplier with written notice thereof.
- c. The Supplier shall immediately give written notice to the Contracting Officer of the occurrence of any circumstance known or likely to alter materially the Supplier's legal or financial status, including but not limited to actual or pending liquidation, reorganization, change of ownership, insolvency or bankruptcy.

**26. CORRUPTION AND ILLICIT GRATUITIES**

- a. The Supplier certifies that neither it nor its agents, employees or representatives have offered or given any gratuity whatsoever to any JWC personnel, with a view to securing a Contract or favorable treatment with regard to the award, modification or execution of this Contract.
- b. The Contracting Officer may, by registered letter, terminate this Contract without notice if it is found, after an investigation instituted by the JWC, that gratuities (in the form of entertainment, gifts or others) were offered or given by the Supplier, its agents, employees or



representatives to JWC personnel with respect to the award of this Contract or to the taking of any decision regarding its executions.

## **27. INSURANCE**

The Supplier shall be responsible for holding any required insurances under Norwegian Law at own cost.

## **28. TAXES AND CUSTOMS CHARGES**

Specifically, under Article 14, paragraph 14-2, sub-item g) (1) of the Supplementary Agreement between the Kingdom of Norway and Headquarters Allied Command Transformation and Supreme Headquarters Allied Powers Europe, the Supplier, acting on behalf of the JWC, is granted tax exemption on sales under this Contract.

## **29. PURCHASE ORDERS**

- a. JWC Purchase Order(s), shall form an implemented part of this Contract. All Purchase Orders must be confirmed in writing by the Supplier. Purchase Order confirmations stating the agreed price and delivery date shall be sent to the JWC within 2 (two) days from the Purchase Order.
- b. All JWC's Purchase Orders contains an eight-digit Purchase Order number and are duly signed by the JWC's Contracting Officer. Purchase Orders which does not contain a Purchase Order Number and/or the Contracting Officer's signature shall be refused by the Supplier and promptly notified to the JWC.

## **30. INVOICES & PAYMENTS**

- a. In order for the JWC to make timely payment, the Supplier will provide an original invoice, which must be exclusive of al taxes VAT and all other taxes (Article VIII of Paris Protocol, dated 28 August 1952, applies).
- b. **Note**; the text above is not applicable to Norwegian companies. **Norwegian companies must explicitly define VAT in each invoice.**
- c. All invoices must contain:
  - (1) Name and address of the Supplier
  - (2) Invoice Date and Number
  - (3) Description, quantity, unit of measure, unit price of the items delivered
  - (4) All relevant Banking Details including SWIFT- and/or IBAN-code
  - (5) Relevant Purchase Order number and Purchase Order or Contract line item number



(6) Name, title and contact details of person to be notified of any matters related to the subject invoice

d. Invoices are to be submitted to:

**EMAIL**

Send your invoice(s) to: [invoice@jwc.nato.int](mailto:invoice@jwc.nato.int)

The invoice needs to be one document, all pages in one file.

Use .pdf files only

Please ensure your invoice includes:

- 1) Purchase Order (PO) Number
- 2) PO Amount
- 3) PO Description
- 4) Invoice Date
- 5) Bank Info

e. Standard terms of payment are 30 (thirty) days net upon completion of service and the JWC receipt of invoice. All invoices must be accompanied by supporting documents. Invoice-fees and/or any other administration charges or fees will not be accepted.

f. Payment for any Supplies by the JWC shall not be deemed an Acceptance thereof.

g. Electronic Fund Transfer is the prescribed method of payment for the JWC. All Suppliers to the JWC must complete and submit a Supplier Registration Form which can be found at [www.jwc.nato.int](http://www.jwc.nato.int).

### **31. WITHOLDING OF PAYMENT**

Without prejudice to any other right or remedy the JWC may have, the JWC may withhold any payment or part(s) thereof to the Supplier to the extent necessary to protect the JWC from loss under the Contract on account of any breach or default by the Supplier. Any such withholding by the JWC shall not affect the Supplier's obligation to continue performance under this Contract. The JWC shall inform the Supplier in writing of its intent to withhold payment. No interest shall accrue on payments withheld by the JWC in accordance with this Article.

### **32. CURRENCY AND EXCHANGE RATES**

a. Unless otherwise stipulated in the Contract or required by applicable law, each payment shall:

- (1) be made in Norwegian Kroner (NOK); or
- (2) if transferred on a currency other than NOK, be calculated in accordance with the monthly JWC exchange rate then in effect; and

(3) be transferred to the bank account belonging to the Supplier which is accepted by the JWC.

b. The Supplier shall bear all costs, fees and commissions that its bank imposes on any payment made by bank transfer.

### **33. CONFIDENTIALITY**

The Supplier 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. The provisions of this Article shall continue in force notwithstanding the completion, expiration, cancellation or termination of this Contract.

### **34. CODE OF CONDUCT**

The Supplier recognizes and agrees that the employees shall conduct themselves in a manner suitable for the purpose of the Contract and in accordance with the NATO Code of Conduct as well as with the JWC's Standard of Personnel Conduct. These can be made available upon request.

### **35. CONTRACT ADMINISTRATION AND AMENDMENTS**

a. All notices and communications between the Supplier and the JWC shall be written in English and may be personally delivered, emailed to the following address:

JOINT WARFARE CENTRE  
BUDFIN, Purchasing & Contracting Branch  
P.O. Box 8080  
N-4068 Stavanger,  
Norway  
e-mail: [pcs@jwc.nato.int](mailto:pcs@jwc.nato.int)

Or, to any address otherwise designated in writing.

b. Any official discussion/negotiation between the Supplier and the JWC Representatives shall be recorded in Minutes, which shall be signed by authorised representatives of both the Supplier and the JWC. All minutes are considered to be a summary record of discussions and specific actions to be undertaken by the Parties as a result of meetings.

c. No modification, amendment or change to the Contract, or waiver of any its provisions, or any additional contractual relationship with the Supplier shall be valid unless approved in the form of a written amendment to the Contract, signed by a duly authorized representative of each Party.

- d. Unless otherwise specified in the Contract, a change to the person(s) acting as a Party's contractual or technical focal point(s) does not require a formal amendment, and may be affected by a means of a written notification.

### **36. PUBLICITY AND PUBLIC RELATIONS**

Unless authorized in writing by the Contracting Officer, the Supplier shall not advertise or otherwise make public for the purpose of commercial advantage the fact that it is a contractor to the JWC, or use the name, emblem, logo, official seal or any abbreviation of the JWC. This obligation shall survive the completion, expiration, cancellation or termination of the Contract.

### **37. PREFERRED CUSTOMER**

The Supplier warrants that the prices set forth in this contract are as favourable as those extended to any Government, Agency, Company, etc. In the event the Supplier offers services to other customers at prices lower than those set forth herein, the Supplier shall so notify the JWC and the prices of such items shall be correspondingly reduced by a modification to this contract.

### **38. LANGUAGE**

The Contract has only been issued in the English language.

### **39. ENFORCEMENT**

Failure by either party to enforce any provision of this Contract will not be deemed a waiver of future enforcement of that or any other provision. The invalidity or unenforceability of any provision of this Contract shall not affect the other provisions hereof, and this Contract shall be construed in all respects if such invalid or unenforceable provisions were omitted.

### **40. FORCE MAJEURE**

Neither of the Parties hereto shall be considered in default in the performance of its obligations to the extent that it proves that such performance has been prevented by a Force Majeure situation; such as, but not limited to, fire, war floods, strikes, etc. The party affected by a Force Majeure shall immediately notify the other party.

### **41. DISPUTES**

- a. Both parties are under duty of good faith. The contract includes not only the specific terms, but also Norwegian law and customary practice to the type of trade to which the contract relates.

- b. All disputes arising out of the performance of this Contract will be settled through amicable settlement between the Contracting Officer and the Supplier.
- c. Should the Contracting Officer and the Supplier fail to reach an amicable settlement of the dispute; the dispute will be settled in the competent Court of Norway, unless otherwise specified in this Contract.

#### **42. APPLICABLE LAW**

This contract shall be governed, interpreted and construed in accordance with the laws of the Kingdom of Norway. When performing at NATO Installations the Supplier and his personnel (including also the Sub-Contractor's personnel, if any) shall comply with all applicable laws of the host nation and all relevant official NATO and local installation Directives.

#### **43. JURISDICTION**

The Supplier and the JWC accept the city courts of Stavanger, Norway as the legal venue for any disputes that may arise and that cannot be settled by mutual agreement between the Parties.

#### **44. ENTIRE AGREEMENT**

This Contract sets for the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all prior agreements or representations, oral or written, regarding such subject matter. The JWC shall not be bound by, and specifically objects to any term, condition, or other provision inconsistent with or in addition to any provision of this Contract that is submitted by the Supplier in any correspondence or any document unless the JWC specifically agrees to such provision in a written instrument signed by an authorized representative of the JWC.

#### **45. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to the Contract shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by the JWC.

#### **46. MISCELLANEOUS**

- a. By the signing this Contract, the Supplier and all other involved parties that may have an impact on this agreement, have read and understood the contents of the agreement.
- b. It is hereby stated that the Supplier and/or the Supplier's Sub-Contractor(s) and/or the Supplier's personnel are not involved in any other business relationships that may have instant or foreseeable future negative impact on the Contract.

- c. Delivery of Supplies pursuant to the Contract, even if not signed, denotes full and formal acceptance by the Supplier of the Contract and its General Terms and Conditions.

**PART III - SECTION A and B**

**IFIB-ACT-JWC-18-57**

**PROCUREMENT of VEHICLES FOR JOINT WARFARE CENTRE**

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## **PART III - SECTION A - CONTRACT MANAGEMENT DATA**

### **EFFECTIVE DATE AND DURATION**

This Contract will take effect from the time of signature from both parties and will expire after the warranty period has expired. (Five years from acceptance of delivery of the individual vehicles.)

### **REMUNERATION AND PRICES**

All prices shall be in accordance with **Part I Bidding Instruction Annex B Bid Form**. All prices are in **NOK** and exclusive of Value Added Tax (VAT). The prices are firm and fixed for the Contract until **31-JAN-2019**.

### **POINTS OF CONTACTS**

The SUPPLIER shall direct all inquiries, notices and communications regarding this Contract to the Contracting Officer, which may be personally delivered, mailed, or copied, to the following address:

Joint Warfare Centre,  
Purchasing & Contracting Branch  
P.O. Box 8080, 4068 Stavanger

The JWC POCs are:

Mr. Kjetil Sand, Contracting Officer  
Telephone: +47 5287 9290  
Facsimile: +47 5287 9295  
Email address: [kjetil.sand@jwc.nato.int](mailto:kjetil.sand@jwc.nato.int)

or

Mr. Torgeir Strand Contract Administrator  
Telephone: +47 5287 9296  
Facsimile: +47 5287 9295  
Email address: [torgeir.strand@jwc.nato.int](mailto:torgeir.strand@jwc.nato.int)

The SUPPLIER's POC is:

## **PART III - SECTION B – STATEMENT OF WORK**

### **INTRODUCTION**

The purpose of this Invitation For International Bidding (IFIB) is for the procurement of Passenger cars and Mini Bus, for JWC located in Stavanger Norway, in accordance with the technical specifications set out hereunder.

### **VEHICLES TECHNICAL SPECIFICATION**

Provide all technical specification on the vehicles selected for the bid.  
See Enclosed Vehicle minimum technical specification below.

### **DELIVERY TERMS**

Bidders shall clearly indicate in their offer the actual date for the delivery of the required vehicles and commit to it. This should be filled in to the Price Proposal as number of calendar days from order confirmation. (issue of PO from JWC to Contractor)

The Contractor is responsible for the final delivery of the vehicle at the following destination: JWC, Eikesetveien 29, 4032 Stavanger, Norway.

For the final delivery, the reference INCOTERMS is Delivered at Place (DAP), named place of destination.

The vehicles must be registered at the Norwegian motor vehicles office "Vegvesenet" with the following Codes:

Årsavgiftgruppe: 000

Vektårsavgiftgruppe: 000

Kjøringens art: **14 Egentransport NATO**

### **WARRANTY**

Contractors shall clearly indicate in their offer type and duration of warranty covering the vehicle from the date of final delivery acceptance. This warranty shall cover spare parts, labor and call- out charges, with the exception of normal wear and consumables.

They shall also indicate if there are any costs for maintenance during the warranty period.

### **DOCUMENTATION**

All administrative documents, the Certificate of Conformity (COC) or other documents / certificates foreseen by Norwegian legislation shall be supplied with the vehicles at the time of delivery.

Norwegian "Vognkort"

Two sets of "Vehicle manuals" shall be supplied with the vehicles, one in the English and Norwegian language. Electronic version.



**LOT 1: Minivan/ Passenger vehicle, 9 seats, LONG version (estimated quantity: 5)**

The envisaged vehicles' minimum specifications are as follows:

<b>Vehicles Technical Specification</b>	<b>PASS</b>
Minivan 9 seats LONG version	
Loading capacity for luggage with maximum seating: 9 big suitcases 23kg each.	
Diesel engine, EURO 6, with minimum 110 HP	
Automatic Transmission	
Temperature controlled AC, CFC (Chloro fluoro carbon free) air conditioning	
Rear view camera	
Parking sensors	
Central locking with remote control	
Airbags: at least 6, front, side and window	
Tyres: Summer and Winter Studded on Aluminium rims	
DAB Radio, audio system with Navigation	
Mobile phone hands-free or Bluetooth HF	
Rubber floor cover front and rear	
Seats: Black leather	
Dark / tinted windows in passenger area.	
Tow Hook, for trailer up to 2000 kg	
Reading light on minimum first seat row behind driver	
Safety equipment in compliance with Norwegian safety regulation	
Warranty for minimum 5 Years	
Service agreement for minimum 5 Years	
Vehicle Colour: NOT White	
<b>Preferred options, (Not Pass or Fail)</b>	
Colour: Dark blue	
<b>Vehicles delivery option</b>	<b>Delivery DATE</b>

**LOT 2: Mini bus 16 + 1, LONG version with HIGH Roof (quantity: 1)**

The envisaged vehicles' minimum specifications are as follows:

<b>Vehicles Technical Specification</b>	<b>PASS</b>
Mini Bus 16 + 1 seats, LONG version with <b>HIGH Roof</b>	
Loading capacity for luggage: 15 suitcases	
Diesel engine, EURO 6, with minimum 160 HP	
Automatic Transmission	
Temperature controlled AC, CFC (Chloro fluoro carbon free) air conditioning	
Rear view camera	
Parking sensors	
Central locking with remote control	
Airbags: at least 6, front, side and window	
Tyres: Summer and Winter Studded on Aluminium rims	
DAB Radio, audio system with Navigation	
Mobile phone hands-free or Bluetooth HF	
Rubber floor cover front and rear	
Dark / tinted windows in passenger area.	
Tow Hook, for trailer up to 2000 kg	
Safety equipment in compliance with Norwegian safety regulation	
Warranty for minimum 5 Years	
Service agreement for minimum 5 Years	
Vehicle Colour: NOT White	
<b>Preferred options, (Not Pass or Fail)</b>	
Colour: Dark blue	
<b>Vehicles delivery option 1</b>	<b>Delivery DATE</b>
Delivery As Soon As Possible (ASAP)	
<b>Vehicles delivery option 2</b>	<b>Delivery DATE</b>
Delivery 2019	

**LOT 3: Cargo Van 3 seats, LONG version capable of transporting four (4) Euro Size pallets, with extra HIGH Roof (quantity: 1)**

The envisaged vehicles' minimum specifications are as follows:

<b>Vehicles Technical Specification</b>	<b>PASS</b>
Cargo Van, 3 seats, max. 3.5 metric ton	
Loading capacity: Capable of loading up to four Euro Size Pallets (80x120 cm) with a height up to 210 cm	
Loading shall be possible from the back (two roof-height doors with an opening angle of minimum 180°) supported by a <b>fixed lifting device (tail lift) capable of lifting up to 800 kg</b>	
Sliding door right and left side. Loading unloading cargo accessible with a forklift.	
Diesel engine, EURO 6, with minimum 140 HP	
Automatic Transmission	
Temperature controlled AC, CFC (Chloro fluoro carbon free) air conditioning	
Rear view camera	
Parking sensors	
Central locking with remote control	
Airbags: at least 2. For driver and passenger.	
Tyres: Summer and Winter Studded on rims	
DAB Radio, audio system with Navigation	
Mobile phone hands-free or Bluetooth HF	
Rubber floor cover front	
Load securement: Load-lashing rails for the cargo compartment side walls	
Floor - cargo compartment: Shall ensure outstanding sturdiness and resilience, minimum of six lashing points	
Cargo compartment: must be completely separated from seating compartment, roof-height side lining	
Safety equipment according to Norwegian safety regulation	
Warranty for minimum 5 Years	
Service agreement for minimum 5 Years	
Vehicle Colour: NOT White	
<b>Preferred options, (Not Pass or Fail)</b>	
Colour: Dark blue or equal	
<b>Vehicles delivery option 1</b>	<b>Delivery DATE</b>
Delivery As Soon As Possible (ASAP)	
<b>Vehicles delivery option 2</b>	<b>Delivery DATE</b>
Delivery 2019	

**Annex 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 AUTHORISED  
REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

**Annex 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 influence 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

**Annex 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 January 2019**.

.....  
Date

.....  
Signature of Authorized Representative

.....  
Title

.....  
Company

**Annex 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