

Annex A-0 - BID SUBMISSION FORM

One signed original of this tender submission form must be supplied, together with one copy of the technical portion.

1. The bid is submitted and prepared on behalf of the legal corporate entity specified below:

Full name(s) of legal entity or entities submitting this bid:	
Division (if applicable):	
Official postal address:	
Country : ¹	

2. CONTACT PERSON for this bid (to act as focal point for all communication which may take place between JWC and the Bidder)

Name:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

¹ Country in which the legal entity is registered.

3. STATEMENT

I, the undersigned, **being the authorised signatory** of the above Bidder, hereby declare that we have examined and accept without reserve or restriction the entire contents of the bidding specifications for the bidding procedure referred to above.

<p>ENVELOPE A – ADMINISTRATIVE DATA (submitted in a separate sealed envelope)(section 11(a) of the bidding instructions)</p>	<p>Our bid is made up of the following documents (please put a tick or cross when supplied)</p>
<p>➤ The duly filled in, signed and dated The Compliance Statement (Annex A-1)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Certificate of Legal Name of Bidder (Annex A-2)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Certificate of Independent Determination (Annex A-3)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Certificate of Bid Validity (Annex A-4)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Certificate of Exclusion of Taxes and Charges (Annex A-5)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Certificate of Authorization to Perform (Annex A-6)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Past Performance Sheet (Annex A-7)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Compliance Sheet (Annex A-8)</p>	<p><input type="checkbox"/></p>
<p>➤ The duly filled in, signed and dated The Certificates for Technical and/or Service Quality Programs (Annex A-9)</p>	<p><input type="checkbox"/></p>

IFIB-ACT-JWC 19-09

ENVELOPE B – TECHNICAL PROPOSAL (submitted in a separate sealed envelope) (section 11(b) of the bidding instructions)	SCT 1	2	3	4	5
➤ Description of the bidder's quality assurance & customer services methodology in line with the Statement of Work (Annex B-1- Supplier Created)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Quality Control & Evaluation Criteria Form to include 3 example attachments. (Annex B-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVELOPE C – FINANCIAL PROPOSAL (submitted in a separate, sealed envelope) (section 11(c) of the bidding instructions)	SCT 1	2	3	4	5
➤ The financial proposal based on the format found in: Financial Proposal (Annex C-1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Financial Proposal (Annex C-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[If applicable: We undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the services for which we have stated our intention to sub-contract in the Technical Proposal.]
 This bid is subject to acceptance within the validity period stipulated in section **16** of the Bidding Instructions.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	NAME AND TITLE	COMPANY	DATE
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Reminder: SCT 1: Strategic Setting and Crisis Conflict Scenario SCT 2: Comprehensive Operational Planning SCT 3: Military Joint Intelligence
 SCT 4: Military Joint Targeting SCT 5: Data, Information and Knowledge Management

PART I BIDDING INSTRUCTIONS, ANNEX A-1

A-1 COMPLIANCE STATEMENT

It is hereby stated that our bid to IFIB-ACT-JWC-19-09 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-19-09

PART I BIDDING INSTRUCTIONS, ANNEX A-2

A-2 CERTIFICATE OF LEGAL NAME OF BIDDER

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

FULL NAME OF CORPORATION: _____

DIVISION (IF APPLICABLE): _____

SUB DIVISION (IF APPLICABLE): _____

OFFICIAL MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

TELEFAX NO: _____

POINT OF CONTACT REGARDING
THIS BID:

NAME: _____

POSITION: _____

TELEPHONE: _____

ALTERNATIVE POINT OF CONTACT:

NAME: _____

POSITION: _____

TELEPHONE: _____

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Date

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Signature of Authorized
Representative

.....
Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-3

A-3 CERTIFICATE OF INDEPENDENT DETERMINATION

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

2. Each person signing this Bid shall also certify that he/she 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.

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Date

.....
Signature of Authorized
Representative

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Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-4

A-4 CERTIFICATE OF BID VALIDITY

I, the undersigned, as an authorized representative of the firm submitting this bid, do hereby certify that the pricing and all other aspects of our offer will remain valid for **120 days** after the date of bid submission.

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Date

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Signature of Authorized
Representative

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Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-5

A-5 CERTIFICATE OF EXCLUSION OF TAXES AND CHARGES

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

.....
Date

.....
Signature of Authorized
Representative

.....
Title

.....
Company

PART I BIDDING INSTRUCTIONS, ANNEX A-6

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

The SUPPLIER warrants that:

1. The SUPPLIER and sub-contractors, if any, have been duly authorized to operate and do business in Norway; SUPPLIER and sub-contractors, if any, have obtained all necessary licenses and permits required in connection with the contract; that SUPPLIER and sub-contractors, if any, will fully comply with all the laws, decrees, labour standards and regulations of Norway during performance of this contract; and that no claim for additional moneys with respect to any authorizations to perform will be made upon JWC.
2. The Supplier has adequate financial resources, or the ability to obtain them, to perform all Scenario Services activities.
3. All effort by the Supplier and sub-contractors, if any, related to this SOW, will be performed by NATO Nationals with the required security clearances.
4. The Supplier, involved Supplier personnel and sub-contractors, if any, have not been suspended or debarred from contract work at any NATO body.

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Date

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Signature of Authorized
Representative

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Title

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Company

PART I BIDDING INSTRUCTIONS, ANNEX A-7

A-7 PAST PERFORMANCE

Scenario development or substantially similar work completed within the last 4 years or ongoing.

Contract Name and Number	Name of Company/ Agency	Period of Performance	Contact	E-mail address	Phone	Comments

Date: _____

Signature: _____

Name & Title: _____

Company: _____

Bid Reference: IFIB-ACT-JWC-19-09

KEY CAPABILITIES SHEET, ANNEX A-8

1. Each Bidder shall certify that in connection with this procurement:
 - a. The capability to develop and deliver products (deliverables) using Standard Automated Data Processing(ADP), Word Processing, Spreadsheets, Graphics presentations, and Databases.
 - b. The capability to provide NATO Security Clearance up to and including NATO SECRET for the personnel directly involved in the development and delivery of products.
 - c. The capability to provide continuous on-site liaison as key element of the IDMI function.
 - d. The capability to provide additional, on-site functional presence during identified phases of the exercise process within the respective SCT.
 - e. The capability to apply internal quality assurance.
 - f. The capability to respond timely to on-call requirements and queries, including product related comment and review procedures.
 - g. The capability to provide replacement/ surge capacity (replacing/ additional personnel) should emerging circumstances require a quick and temporary increase in required effort.
 - h. The capability for tasked travel, primarily to NATO and PfP nations in accordance with production & delivery forecast.

.....
Date

.....
Signature of Authorized
Representative

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Title

.....
Company

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Supplier's should add Certificates for Technical and/or Service Quality Programs here

BIDDERS INFORMATIONAL MEETING REGISTRATION FORM - Annex A-10

WSS Date: 19 June 2019
Time: 13:00 p.m. Central European Time (CET)
Location: Joint Warfare Centre, Eikesetveien 29, Stavanger Norway 4068

Company Name:

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List of the representatives attending (Full Name, Nationality, and Date of Birth):

1.
2.

Only 2 POCs per company will be allowed.

All representatives should plan on arriving at the reception desk at least 30 minutes earlier to obtain an entrance pass *(Please note that mobile phones and laptops/iPads cannot be carried at JWC facilities).*

If a company representative is unable to attend, meeting minutes will be posted on www.jwc.nato.int under solicitation # IFIB-ACT-JWC 19-09.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	NAME AND TITLE	COMPANY	DATE
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