

**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 : <sup>1</sup>	

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:	

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

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ENVELOPE B – TECHNICAL PROPOSAL (submitted in a separate sealed envelope) (section 11(b) of the bidding instructions)	(Please put a tick or cross when supplied)
➤ The Technical Criteria and Evaluation Form (Annex B-1) to include the Question 6 & 7 attachments	<input type="checkbox"/>
ENVELOPE C – FINANCIAL PROPOSAL (submitted in a separate, sealed envelope) (section 11(c) of the bidding instructions)	
➤ The Financial Proposal (Annex C-1)	<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
.....	.....	.....	.....



**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: \_\_\_\_\_

.....  
Date

.....  
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.

.....  
Date

.....  
Signature of Authorized  
Representative

.....  
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.

.....  
Date

.....  
Signature of Authorized  
Representative

.....  
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.

.....  
Date

.....  
Signature of Authorized  
Representative

.....  
Title

.....  
Company

**KEY CAPABILITIES SHEET, ANNEX A-7**

1. Each Bidder shall certify that in connection with this procurement:
  - a. The capability to develop and maintain a production delivery plan for GI outputs, in coordination with JWC COTR.
  - b. The capability to provide soft and hard copy GI products in a timely and efficient manner.
  - c. The capability to store, process, and disseminate & manage Geospatial referenced data, compliant to Core-GIS standards.
  - d. The capability to provide SQEP for ESRI software (Core-GIS), GIS degree, or equivalent technical experience.
  - e. The capability to provide Geospatial SQEP, specific consultation and advice in support of JWC geospatial production and development.
  - f. The capability to provide replacement capability, should circumstances require it.
  - g. The capability to undertake tasked travel, primarily to NATO and PfP nations, if required to do so by the JWC COTR.
  - h. The capability for tasked travel, primarily to NATO and PfP nations in accordance with production & delivery forecast.
  - i. The capability to design, develop and demonstrate innovative solutions to improve geospatially referenced data delivery.
  - j. The capability to test and evaluate innovative solutions, which deliver geospatially referenced data.
  - k. The capability to design, develop, deliver, operate, and produce within the following: NATO Environment, JWC Exercise Environment, and NATO Core-GIS System.

.....	.....
Date	Title
.....	.....
Signature of Authorized Representative	Company

**BIDDERS INFORMATIONAL MEETING REGISTRATION FORM - Annex A-8**

WSS Date: 17 Sept 2019  
Time: 13:00 p.m. Central European Time (CET)  
Location: Joint Warfare Centre, Eikesetveien 29, Stavanger Norway 4068

Company Name: .....

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](http://www.jwc.nato.int) under solicitation # IFIB-ACT-JWC 18-56.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	NAME AND TITLE	COMPANY	DATE
.....	.....	.....	.....

Please email this form to [julie.hansen@jwc.nato.int](mailto:julie.hansen@jwc.nato.int) and [pcs@jwc.nato.int](mailto:pcs@jwc.nato.int) . A confirmation of receipt will be sent.