



24-R-0007
TEMPORARY SERVICE SUPPORT
HUMAN RESSOURCES ASSISTANT

REQUEST FOR QUOTATION

JWC-24-R-0007

FOR

**TEMPORARY SERVICE SUPPORT
HUMAN RESSOURCES ASSITANT**

1. Introduction

The Joint Warfare Centre (JWC) was established on 23 October 2003 at Jåttå, Stavanger, Norway and aligned as a subordinate command of Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, Virginia, United States. JWC is NATO's collective training and exercise facility at the strategic and operational level.

2. Scope of Work

Short-term Service Support Human Resources Assistant to the JWC Human Resources Section.

3. Eligibility

This Simplified Acquisition is open to Governmental or Commercial entities that:

- 1) Originate and are chartered/incorporated within NATO member nations.
- 2) Maintain a professionally active facility (office, factory, laboratory, etc.) within NATO-member nations.
- 3) Provide the funding for the aforementioned requirement.
- 4) Have successfully performed at least one (1) contract within the last four (4) years substantially similar in scope and magnitude to the requirement described herein.
- 5) At the time of bidding, bidders must be legally authorised to operate this kind of business in any of the NATO-member nations.

4. Type of Contract

Firm Fixed Price Deliverable Ordering Contract

5. Period of Performance and Magnitude

Period of performance:

Base period: 16 Sep 2024 – 31 Dec 2024. Initial work order may be negotiated once awarded and will be incrementally funded based on availability of funds.
Option Year 1: 1 Jan 2025-31 Dec 2025.

Expected Effort

The effort required is expected to be Monday- Friday for up to 75 works units in 2024 within the stated period of performance. 1 Work Unit is equal to a work day at JWC.

Normal Work Days:

Onsite, Monday-Friday 0730 to 1530 for routine operation – local Stavanger time.

6. Tasking and deliverables:

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

- 1) Processing applicant files
- 2) Prepares recruitment files and collates applications
- 3) Provides administrative support to recruitment boards
- 4) Prepares and distributes correspondence to candidates
- 5) Makes contact with and answers queries from candidates
- 6) Coordinates and books conference rooms and related
- 7) Assists with filing
- 8) Other HR-related tasks as directed

7. Experience and Competency

Supplier's Candidate must have:

1. A valid and active NATO Security Clearance.
2. At least 2 years of office experience.
3. Previous recruitment or HR work experience.
4. A high level of discretion and confidentiality – Person will be required to sign a non-disclosure agreement.
5. Good English language skills, both orally and written.
6. An ability to work effectively with Microsoft Office software.
7. A structured approach and good organisational skills.
8. Be flexible and service minded.

8. Security Considerations

The Company shall be responsible for the safeguarding of NATO classified Information, material and equipment entrusted to them or generated by them in connection with the performance of the Contract.

Any information regarding this contract cannot be published.

Engagement pre-requisite:

Current, valid and active NATO SECRET Security Clearance or equivalent national level for all personnel provided in direct support of this contract.

9. Confidentiality

- 1) The Company shall keep confidential any information obtained under or in connection with the Contract and shall not divulge the same to any third party without the prior written consent by the JWC.
- 2) The provisions of this Article shall continue in force notwithstanding the completion, expiration, cancellation or termination of this Contract.

10. Place of Performance

The work will be done on site at JWC, Stavanger, and there will be no expected requirement to travel on behalf of JWC for the duration of the contract.

11. Pricing

Bids must be submitted with a Work Unit/Daily Rate using the attached Bid Form. The quoted rate must be “all-inclusive” [i.e. including but not limited to any travel required by the Company, per diem/subsistence allowance, accommodation, local transport etc.] based on a Monday-Friday schedule, with approximately 16-22 WUs per month needed.

Formula for the evaluation for award is listed on the bid form. Actual order will be agreed by mutual agreement, availability of funds, and ordering using the bid prices. Bid Prices are firm for the Period of Performance.

Please note that JWC will not be able to provide assistance with local transportation or accommodation.

12. Currency

Bidders may quote in NOK only. Bidders are also advised that all invoices and payments will be made in the currency agreed in the contract. Bank charges related to any payments outside Norway will be charged to the Company.

13. Price Comparison

For the purpose of price comparison, all quoted prices will be in NOK. JWC will make the evaluation of bids solely on the basis of the requirements specified herein. Bids will be evaluated upon the technical acceptability of each submitted Qualifications Candidate Matrix (Annex A) and the price proposals. The anticipated Deliverable contract shall be awarded to the bidder(s) submitting the ***Lowest Price Technically Compliant*** offer.

JWC is not responsible for seeking any information that is not easily identified and available in the proposal package.

14. Partial Bidding

Partial Bidding is NOT AUTHORIZED.

15. Bid Closing Date

Bids must be received at JWC **not later than 12:00 hours (local time Norway), 26 AUG 2024**. At that time and date, bidding will be closed.

16. Bid Submittal

As this procurement is executed under Simplified Acquisition procedures, you are kindly requested to submit the completed forms to the following email address:

Email Address: pcs@jwc.nato.int

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

BID PROPOSAL JWC-24-R-0007

17. Communications and Contacts for Clarification

1. Communications in General

Any communications related to this RFQ, between a prospective bidder and JWC shall only be through the JWC Contracting Officer and/or JWC Contracting Specialist; only such persons may, during the solicitation and evaluation period, answer inquiries regarding this RFQ. There shall be no contact with regards to this RFQ with other JWC or NATO personnel. This is to maintain all bidders on an equal and competitive footing. Bidders not following this rule will be disqualified.

2. Bidders Request for Clarification

Bidders should seek clarification as soon as possible. Any explanation desired by a bidder regarding the meaning or interpretation of this RFQ, specifications etc., must be requested in writing (letter or email) to the Contracting Officer. The Contracting Officer must receive clarification requests at least the day before bid closing. It is the Contracting Officer's exclusive right to deny or grant an extension of the closing date.

Information given to a bidder will be furnished to all prospective bidders, by way of a clarification to the RFQ. Oral explanations or instructions will not be binding unless confirmed in writing by the Contracting Officer.

3. Clarification of Proposals and Discussions

During the proposal evaluation process, JWC reserves the right to discuss any proposal with the bidders in order to clarify what is being offered (technical capabilities, financial information, investment plan, etc.) and to resolve any potential areas of non-compliance. However, no change to the content of the proposal (technical, financial, etc.) shall be permitted.

Additionally, due to the highly technical nature of these requirements, JWC reserves the right conduct pre-award discussions with any proposed Candidates to accurately assess identified technical competencies. Discussions will be limited to scope of this IFIB and the evaluation criteria identified.

4. Clarification question deadline

21 AUG 2024 not later than 12:00 hours (local time Norway).

5. Point of Contact

Mr Kjetil Sand, Contracting Officer
Tel: +47 52 87 92 90
E-mail address: kjetil.sand@jwc.nato.int

CRP Timothee Maillefer, Staff Officer
Email address: timothee.maillefer@jwc.nato.int

All correspondence is also to be forwarded to group email box:
pcs@jwc.nato.int

Joint Warfare Centre
BUDFIN – Purchasing and Contracting Branch
ATTN: Kjetil Sand
P.O. Box 8080
Gamle Eikesetveien 29
N-4068 Stavanger
Norway

18. NATO General Terms and Conditions

The JWC General Terms and Conditions are applicable to this procurement and can be located on the JWC website at <https://www.jwc.nato.int/organization/contacting> under Contracting Clauses

Additionally, NATO contracts do fall under the terms and conditions outlined in the 2008 Supplementary Agreement between the Kingdom of Norway and the Headquarters Supreme Allied Commander Transformation and Supreme Headquarters Allied Powers Europe. Of which in Article 3-8, c. states

“The relevant Norwegian authorities will, upon official announcement by the HQ, accept and facilitate, in accordance with the principles above, that contractors as defined in Article 1-1, q, may enter and reside in Norway during the period they are contracted by the HQ. The relevant Norwegian authorities will accept the contract as documentation for work permits. This will only apply to non-Norwegian citizens.”

Annex A – Qualifications Matrix in accordance with paragraph **Error! Reference source not found.**

Security	Company Response
Valid and active NATO SECRET Security Clearance	
Required Experience and Competency	Company Response on how candidate meets the criteria.
1. At least 2 years of office experience.	
2. A previous recruitment or HR work experience.	
3. A high level of discretion and confidentiality – Person will be required to sign a non-disclosure agreement.	
4. A good English language skills, both orally and written.	
5. An ability to work effectively with Microsoft Office software.	
6. A structured approach and good organisational skills.	
7. A flexible and service minded.	
Other	Company Response
Any other comments relevant to the submitted bid and not covered above. Could be resume(s) for personnel intended for a potential contract.	

Date:_____

Signature:_____

Name & Title:_____

Company:_____

Bid Reference: JWC-24-R-0007

Annex B

BID FORM
Firm Fixed Price Proposal

Item	Description	Unit/Daily Rate
1.	Onsite work unit (daily rate for 2024) x Quantity 1	
2.	Onsite Work Unit (daily rate for 2025) x Quantity 1	
3.	Flight Cost Roundtrip Cost x Quantity 1	

Total Cost for Evaluation for purpose of award will be (75 Onsite Work Units 2024) + (200 Onsite Work Units - 2025) + (Flight Cost Quantity 1) = Evaluated Cost.

Bidder Comments:

Date:_____ Company:_____

Name & Title:_____ Signature:_____

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