



Joint Warfare Centre

Reference: JWC-25-C-0004

Stavanger, Norway



INVITATION FOR BID
JWC-25-C-0004
OFFICE SUPPLIES AND CLEANING CONSUMABLES

**Joint Warfare Centre**

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BIDDING INSTRUCTIONS

1. INTRODUCTION

- a. 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. The JWC is NATO's collective training and exercise facility at the strategic and operational level.

2. CLASSIFICATION

- a. This invitation for bid (IFB) is a NATO UNCLASSIFIED document releasable to the public.

3. DEFINITIONS

- a. The "prospective bidder" shall refer to the entity that has indicated thereon its intention without commitment, to participate in this IFB.
- b. The term "bidder" shall refer to the bidding entity that has completed a bid in response to this IFB.
- c. The term "contractor", "vendor", "supplier" shall refer to the bidding entity to whom the contract is awarded.
- d. The term "contracting officer" designates the official who executes this IFB on behalf of the JWC.
- e. The term "NATO" shall refer to the North Atlantic Treaty Organisation.
- f. The term "JWC" shall refer to the Joint Warfare Centre.
- g. The term "days" as used in this IFB shall, unless otherwise stated, be interpreted as meaning calendar days.

4. SCOPE OF WORK

- a. Provide to the JWC miscellaneous item related to the office supplies and cleaning consumables.
- b. Further details can be found in Annex B – Statement of Work.

5. ELIGIBILITY

- a. This Simplified Acquisition is open to Commercial entities that:
 - i. Originate and are chartered/incorporated within NATO member nations.



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- ii. Maintain a professionally active facility (office, factory, laboratory, etc.) within NATO-member nations
- iii. Provide the funding for the requirement
- b. Have successfully performed the services, or services of a substantially similar nature as described within the last four (4) years.
 - i. At the time of bidding, bidders must be legally authorised to operate this kind of business in any of the NATO-member nations
- c. Vendors other than those meeting the eligibility criteria as listed in 5a -5b. are specifically excluded from serving as either contractor or sub-contractor.

6. TYPE OF CONTRACT

- a. Single award. Firm Fixed Indefinite Delivery Indefinite Quantity (IDIQ) Ordering Contract.

7. DURATION OF CONTRACT

- a. Base Period: 01 January 2026 – 31 December 2026
- b. There are for (4) options periods:
 - i. First Option Period: 01/01/2027 – 31/12/2027
 - ii. Second Option Period: 01/01/2028 – 31/12/2028
 - iii. Third Option Period: 01/01/2029 - 31/12/2029
 - iv. Fourth Option Period: 01/01/2030 – 31/12/2030

8. EXEMPTION OF TAXES

- a. 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.
- b. Note; **the text above is not applicable to Norwegian companies.**

9. AMENDMENT OR CANCELLATION

- a. The JWC reserves the right to amend or delete any one or more of the terms, conditions, or provisions of the IFB prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.



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- b. The JWC reserves the right to cancel, at any time, this IFB either partially or in its entirety. No legal liability on the part of the JWC shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting, that no costs shall be recovered from the JWC.

10. SECURITY CONSIDERATIONS

- a. The Supplier does not need to hold a NATO security clearance. However, the Supplier must ensure they can be escorted on to base and able to do visits at Joint Warfare Centre. This requires that **workers coming on base must be citizens of a NATO country, and without unfavourable information** that would prevent them from doing business at JWC.

11. CONFIDENTIALITY

- a. 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.

12. AWARD CRITERIA

- a. The JWC intends to award a firm fixed price contract to the Bidder whose bid represents the Lowest Price Administratively and Technically Compliant Bid.
- b. Further details on Bid Evaluation process for Admin, Technical and Pricing is contained in Section 22.
- c. The JWC collect information from references provided by the Bidder concerning its past performance. Contractors must provide authorization to contact references. The JWC reserves the right to negotiate minor deviations to the listed JWC General Terms and Conditions to this IFB.
- d. If two or more bidders are deemed lowest priced and technically compliant, JWC reserves the right to award the contract to the bidder offering the best discount percentage on the public catalogue.

If there is still a tie, the bidder who successfully commences the services the earliest may do so, or JWC may request the best and final offers in order to break the tie between the bidders.

13. PARTIAL BIDDING

- a. Partial Bidding is not authorised for this requirement.



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14. BID CLOSING DATE

- a. The closing time and date is 13:00 CEST on **07 October 2025**.

15. BID SUBMITTAL

- a. Bid responses should be submitted electronically PDF/Excel format to the following email addresses
 - i. jwc.pcs@nato.int and timothee.maillefer@nato.int
- b. Email subjects shall include the solicitation information along with Bidder's company name (for example: IFB-JWC-25-C0004_XXX Inc.).
- c. Allow sufficient time in your submission should you encounter email size challenges.
- d. The JWC reserves the right to automatically disqualify bids received after the deadline. No hard copy proposals are accepted.
- e. Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule for the Annex B-1 and on a percentage discount on the public price of the supplier catalog.
- f. It is the ultimate responsibility of a prospective bidder prior to submission that all proposal submissions are reviewed to ensure they meet the technical, contractual and administrative specifications and that offers complies with all conditions.

16. LATE PROPOSALS

- a. It is solely the bidder's responsibility that every effort is made to ensure that the proposal reaches the JWC prior to the established closing date and time. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff negligence (mishandling) shall the bid be considered.

A delay in email exchange due to the server or size restrictions does not constitute a delay by NATO.

17. BID WITHDRAWAL

- a. A bidder may withdraw their bid up to the date and time specified for bid closing. Such a withdrawal must be completed in writing or facsimile, with attention to the JWC Contracting Officer.

18. BID VALIDITY

- a. Bids shall remain valid for a period of one hundred and twenty days (120) from the applicable closing date set forth within this IFB.

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- b. The JWC reserves the right to request an extension of validity. Bidder shall be entitled to either grant or deny this extension of validity.
- c. The JWC shall automatically consider a denial to extend the validity as a withdrawal of the bid.

19. CURRENCY

- a. Bids must be submitted in NOK only.
- b. Bidders are also advised that all invoices and payments are made in the currency agreed in the contract
- c. Any bank charges related to any payments outside Norway are the sole responsibility of the Bidder.
- d. The JWC Parity Rates must be found by following link:
<https://www.jwc.nato.int/opportunities/contracting/>

20. CLARIFICATIONS

- a. The deadline for submission of clarification questions is **01-October-2025**.
- b. Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this IFB, terms, clause, provision, or specifications, shall be requested in writing from the Contracting Officer.
- c. Clarification questions should be submitted to the following email addresses:
 - i. Timothee.Maillefer@nato.int and jwc.pcs@nato.int
- d. Information in response to all inquiries / requests for clarification to a prospective bidder(s) shall be furnished to all prospective bidders either via email and at the following link: <https://www.jwc.nato.int/opportunities/contracting/> as a Clarification Log.
- e. Any addendums and any necessary solicitation amendments shall be incorporated into this IFB. Oral Interpretations shall not be binding.

21. CONTENT OF PROPOSAL

- a. Administrative Proposal
 - i. Compliance Statement – Annex A-1
 - ii. Certificate of Legal Name of Bidder – Annex A-2


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- iii. Certificate of Independent Determination – Annex A-3
 - iv. Certificate of Bid Validity – Annex A-4
 - v. Certificate of Exclusion of Taxes and Charges – Annex A-5
 - vi. Certificate of Authorization to Perform – Annex A-6
 - vii. Past Performance – Annex A-7
- b. Technical Proposal
- i. A web link to the supplier catalog (Supplier Created)
 - ii. A Management Plan for execution of the Contract according with the SOW (Supplier Created).
This management plan must describe, in particular, whether the supplier is able to provide a dedicated JWC customer portal including the pricing of Annex B-1 and the public catalog prices including the discount percentage of Annex B-2.
 - iii. A summary document of no more than five (5) pages describing the proposed quality assurance plan for the Bidder and JWC (Supplier Created).
 - i. A summary document of no more than five (5) pages describing its Business Continuity Plan (Supplier Created).
 - ii. A summary document of no more than five (5) pages describing its Sustainable Green Business Plan (Supplier Created).
 - iii. Financial statements or other relevant financial documentation and technical, and/or service, and/or sustainability certifications. (E.g. ISO).
- c. Price Proposal
- i. Completed Pricing Schedule – Annex B-1.
 - ii. Percentage discount on the public prices of the supplier catalog – Annex B-2.

22. BID EVALUATION

- a. The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance, of the products or services requested, shall be the responsibility of the JWC. Such determinations shall be consistent with the evaluation criteria specified in the IFB. The JWC is not responsible for any content that is not clearly identified in any proposal package.



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- b. Proposals shall be evaluated and awarded taking into consideration the following factors:
- i. Successful administrative submission of bid packages as requested in paragraph 21.a and as listed in this IFB.
 - ii. Successful technical submission of bid packages as requested in paragraph 21.b and as listed in this IFB.
 - iii. Acceptance of the JWC General Terms and Conditions.
 - iv. Successful determination of Admin and Technical compliance factors. (Compliant/Non-compliant).
 - v. The evaluation of proposals based on the prices offered in Annex B-1 and the percentage discount on the public prices of the supplier catalog, Annex B-2.
1. The Financial Proposal Annex B-1:
- a. Price proposals of the technically compliant bidders will be reviewed to determine the Lowest Price Technically Compliant.
 - b. The normal basis of source selection is competition in which the vendor who submits the lowest priced, technically compliant bid (i.e., by 'sealed bid') is awarded the contract. Compliancy is determined by comparing the bid proposal(s) with the requirements and qualifications found in the SOW.
 - c. The financial proposal should be presented in the format provided in Annex B-1. This form should not be altered by the bidder.
 - d. Prices must be quoted in NOK.
 - e. Prices must be free of all duties, taxes (VAT) and other charges but delivery included.
 - f. Costs incurred in preparing and submitting bids shall be borne by the bidder and shall not be reimbursed.
 - g. All offers must be determined reasonable by the Contracting Officer.
 - h. The Evaluation points as stated in Annex B-1 are based on the anticipated number of units procured annually of the particular



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item, however this is just an estimation and does not obligate JWC to any specific quantity of ordering.

2. The Bid Form Calculation Annex B-1:

- a. Suppliers shall fill in all light blue boxes on the bid form (Annex B-1), in Columns I, J, K, L, M, N, O and P.

Yes/no answers in columns N and O are for information purposes only and are not considered in the final financial score of the offer.

- b. Column R-Unit price: column K-Price (for the unit sold by supplier) is divided with Column L Sales unit, which gives the evaluated points per line item.
- c. Column S-Points: column F-Evaluation points is multiplied with Column R Unit prices, which gives the evaluated points per line item
- d. Line 195, Column S, will sum the evaluated points for all lines items, cell S195.
- e. Evaluation points B1= $100 \times (\text{Bids with the fewest points} / \text{Bids analyzed})$

3. Percentage discount on the public catalog prices Annex B-2:

- a. Suppliers shall fill in the light blue cell B5 on the bid form (Annex B-2)
- b. If this cell is not filled out, a 0% discount will be applied.
- c. The calculation of the evaluation points, cell C5, is:

- i. Evaluation points B2= $(\text{Percentage discount} \times 100)$

4. The final Calculation of the financial score:

- a. Final financial score = $0.8 \times \text{Evaluation points B1} + 0.2 \times \text{Evaluation points B2}$
- b. The Supplier with the highest final financial score that is also administratively and technically compliant will be awarded the contract.



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23.COMMUNICATIONS

- a. All communication related to this IFB, between a prospective bidder and the JWC shall only be through the nominated JWC Contracting Officer. Designated contracting staff shall assist the JWC Contracting Officer in the administrative process.
- b. There shall be no contact with other JWC personnel in regard to this IFB. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing to all interested parties.

24.POINTS OF CONTACT

- a. JWC Contracting Officer – Timothee Maillefer
 - i. Email: Timothee.Maillefer@nato.int

25. THE JWC GENERAL TERMS AND CONDITIONS

- a. The JWC General Terms and Conditions shall apply and can be found under the “Contracting Clauses” tab at <https://www.jwc.nato.int/opportunities/contracting/>

26.DISPUTE PROCEDURE

- a. JWC will apply the dispute procedure as detailed in appendix 1 to PO(2025)0198;- AS1 Procurement Policy for NATO Common Funding.
- b. The deadline to lodge a complaint is 7 days from the date of the intent to award letter, also known as contract award decision letter, complaints lodged after this time will be considered at the discretion of JWC in accordance with NATO Procurement policy.
- c. Complaints should be address to jwc.pcs@nato.int



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ANNEX A-1 COMPLIANCE STATEMENT

It is hereby stated that our bid to IFB-JWC-25-0004 is fully compliant with the Bidding Instructions, the JWC General Terms and Conditions and Statement of Work (annex B) as contained with:

No Exceptions

OR

The following exceptions(s):

Part	Section/Paragraph	Description of Deviation

.....

Date (DD.MM.YYYY)

.....

Signature of Authorized Representative

.....

Name

.....

Company

Signature:

Bid Reference IFB-JWC-25-C0004 – ANNEX A-1



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ANNEX A-2 CERTIFICATE OF LEGAL NAME OF BIDDER

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

<u>Company Information</u>	<u>Response</u>
Legally Registered Corporate Name	
Division (if applicable)	
Sub Division (if applicable)	
Official Mailing Address	
Official Email Address	

<u>Company Individual Responsible for Bid Submission (Primary)</u>	<u>Response</u>
Name	
Position	
Telephone and/or mobile	
Official Email Address	

<u>Company Individual Responsible for Bid Submission (Alternative)</u>	<u>Response</u>
Name	
Position	
Telephone and/or mobile	
Official Email Address	



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.....

Date (DD.MM.YYYY)

.....

Signature of Authorized Representative

.....

Name

.....

Company

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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.
 - c. No attempt has been made or will be made by the Bidder to induce any other persons 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 Bidders' organisation responsible within that organisation for the bid but that they have been authorized in writing to act as agent for the person 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 to 1(c) above.

.....
 Date (DD.MM.YYYY)

.....
 Signature of Authorized Representative

.....
 Name

.....
 Company

Bid Reference: IFB-JWC-25-C0004 – ANNEX A-3



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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 remain valid for 120 days after the proposal have been received.

.....

Date (DD.MM.YYYY)

.....

Signature of Authorized Representative

.....

Name

.....

Company

Bid Reference: IFB-JWC-25-C0004 – ANNEX A-4



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ANNEX A-5, CERTIFICATE OF EXCLUSION OF TAXES AND CHARGES

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

.....

Date

.....

Signature of Authorized Representative

.....

Name

.....

Company

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ANNEX A-6, CERTIFICATE OF AUTHORIZATION TO PERFORM

1. The Supplier warrants that:

- a. The SUPPLIER and sub-contractors, if any, have been duly authorized to operate and do business in Norway; the 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, are 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 are made upon the JWC.
- b. The Supplier has adequate financial resources, or the ability to obtain them, to perform all activities related to the ANNEX B: SOW.
- c. All effort by the Supplier and sub-contractors, if any, related to this SOW, are performed NATO Nationals with the required security clearances.
- d. The Supplier, involved Supplier personnel and sub-contracts, if any, have not been suspended or debarred form contract work at any NATO body.

.....

Date (DD.MM.YYYY)

.....

Signature of Authorized Representative

.....

Name

.....

Company

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ANNEX A-7 PAST PERFORMANCE

Description of the successfully performed the services or services of a substantially similar nature as described within the last four (4) years:

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

.....
Date (DD.MM.YYYY)

.....
Signature of Authorized Representative

.....
Name

.....
Company

Signature:

Bid Reference IFB-JWC-25-C0004 – ANNEX A-7



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ANNEX B: Statement of Work (SOW)

OFFICE SUPPLIES AND CLEANING CONSUMABLES

1. GENERAL INFORMATION

This is a Delivery Order Contract, which is intended for the purchase of office supplies and cleaning consumables with no firm quantity of item agreed. Separate purchase orders (PO) for specific items ordered are issued during the period of the contract.

The selection below is intended as a guideline and is not absolute. Primarily it is created to provide a common basis for the service envisaged and expected.

2. SPECIAL REQUIREMENTS

a. DELIVERY

All costs related to delivery are included in item unit price(s). Free delivery is included to any Joint Warfare Centre sites (Stavanger Area).

b. ITEM DESCRIPTION

All items requested are described in detail in excel spreadsheet, attachment "*PART I Annex B-1-2 Bid Form IFB-JWC-25-C0004*" in the columns CATEGORY, NOMENCLATURE and COMMENTS.

No specific brands are requested, but requested items should be of equal or better quality in the provided sample description.

3. WORKING HOURS

The working hours at the Joint Warfare Centre are Monday-Friday from 07.30 and 15.30 and all delivery and other services should take place between these timings.

4. DELIVERY TIME

For normal delivery, the supplier must meet the required delivery terms which is a minimum of seven (7) days and a maximum of forty (40) days from the date of purchase order issuance, unless otherwise agreed or provided.

If an urgent delivery is required, it must be made within 96 hours of the Purchase Order issuance, in order to meet new requirements within the existing specifications.

Normal delivery after award of contract should not exceed 6 weeks.



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5. SECURITY

The Supplier does not need to hold a NATO security clearance. However, the Supplier must ensure they can be escorted on to base and able to do visits at Joint Warfare Centre. This requires that workers coming on base must be citizens of a NATO country, and without unfavourable information that would prevent them from doing business at JWC.

6. SUPPLIERS PROPOSAL

The Supplier is encouraged to use an innovative approach while at the same time recognizing the framework under which this contract will be executed.

7. INFORMATION

The Supplier shall inform JWC if the required items cannot be delivered within the required delivery time. This is to make JWC able to order the required goods from an alternate supplier, when the time is a vital factor for success.

8. QUALITY ASSURANCE

- a. Formal Feedback will be given to the Supplier if the requested items do not satisfy usage demands which are set for the required items. Items which do not satisfy the quality described for the required item, or the quality ordered by JWC, shall be returned to the Supplier. Without any economic challenges forwarded to JWC by the Supplier.
- b. Formal Feedback will not be given for satisfactory quality

9. INVOICING

JWC accept only to be invoiced when every item in the Purchase Order is delivered, unless otherwise agreed and determined.

10. CURRENCIES PRICES

All prices shall be in accordance with Part I Bidding Instruction Annex B-1 Bid Form. All prices are in NOK and exclusive of Value Added Tax (VAT). The prices are firm and fixed for the Contract.

11. PRICE ADJUSTMENT

- a. Annex B-1 Pricing

Prices are firm and fixed for the base period.

Prices are revised, in accordance with Norwegian consumer prices/significant currency fluctuations, at each renewal of the contract period.



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All requests for economic price adjustments (EPA) must be received in writing with one (1) months' notice for approval by JWC prior to the contract renewal date.

All requests for EPA must be confirmed in writing by the Contracting Officer.

b. Catalog

The discount percentage on the public catalog is fixed for the entire duration of the contract, including renewal periods.

The prices, considering the discount on the public catalog prices, are firm and set at the time of the order.

12. DELIVERY TERMS

All deliveries from the Supplier and to JWC shall be free of charges.

13. JWC COMMITMENT

JWC obligate only to focus the purchasing at the agreed items and related items (office supplies and cleaning consumables), only when agreed delivery time are fulfilled.

14. PURCHASE ORDERS AND ORDERING PROCEDURES

a. Annex B-1 Pricing and JWC customer portal

If the JWC requirement is part of the Annex B-1 or the online catalog via the dedicated JWC customer portal, no price inquiry is needed, and Purchase Order is sent directly to supplier POC.

a. Item not listed on Annex B-1 Pricing and JWC customer portal

If the JWC requirement is not part of the standing offer Annex B-1, or the online catalog via the dedicated JWC customer portal, a Request For Quotation is sent by email to the POC supplier, stating our requirements and need.

The POC supplier has two (2) business days to confirm quotes.

JWC Operating Hours is 07:30 -15:30 Mondays through Fridays except for JWC Holidays which may vary from year to year.

However, JWC reserves the right not to respond to the RFQ.



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b. Purchase Order Locations

The main Purchase Order location is Stavanger, Norway - The Joint Warfare Centre, the purchase order will state:

NATO JOINT WARFARE CENTRE

EIKESETVEIEN 29

4032 STAVANGER, NORWAY

However, in some cases, the delivery can be done at these addresses:

JOINT WARFARE CENTRE

C/O LUFTFORSVARETS BASE SOLA / HANGAR II

SKVADRONVEGEN 7

N - 4050 SOLA, NORWAY

Or

NEC CCIS SSC

RØDSKIFERVEIEN 18

1333 KOLSÅS, NORWAY