



REQUEST FOR QUOTE JWC-26-R-0006 PAO MULTIMEDIA ARCHIVING AND PRODUCTION SUPPORT SERVICE

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REQUEST FOR QUOTATION

JWC-26-R-0006

FOR

PAO MULTIMEDIA ARCHIVING AND PRODUCTION SUPPORT SERVICE

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: The incumbent for this requirement will

- a. Location: JWC, Stavanger, Norway. Full-time on site at the JWC.
- b. The process of viewing, selecting, editing and categorization of this content cannot be done remotely due to security level of media (NS).
- c. No current plans for work related travel (TDY), though supplier candidate should be willing to under TDY, if required.
- d. Seeking One (1) Candidate.
- e. Monday-Friday 07:30 to 15:30 (8 hours per day) (local time) for routine operations.
- f. Where extended working hours are required to support JWC POW, in excess of 8 hours per day, this will be communicated and pre-agreed in writing. EWU Cost will be added to working unit rate to allow work from 8-12 hours for the day.
- g. Occasional weekend working may be required in accordance with JWC POW. Weekend work will be subject to same WU rate as work carried out Monday-Friday.
- h. For continuity of service and avoidance of duplication in terms of training and JWC familiarisation, it is required, where possible, that a single individual is supplied to deliver the service for the duration of the Contract period. Where

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this is not possible, Suppliers proposed candidate shall be subject to qualification, skills and experience review prior to acceptance and delivery of service in accordance with contract terms and conditions.

3. Eligibility

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

- a. Originate and are chartered/incorporated within NATO member nations.
- b. Have successfully performed the services, or services of a substantially similar nature as described within the last four (5) years.
- c. At the time of bidding, bidders must be legally authorised to operate this kind of business in any of the NATO-member nations.
- d. Suppliers/Vendors not from participating nations are not eligible as contractors or sub-contractors.
- e. Suppliers' personnel must either hold or obtain a NATO Secret Security clearance by service commencement date

4. Type of Contract

- a. Single award. Firm Fixed Price, Indefinite Delivery Indefinite Quantity, Ordering Contract.

5. Period of Performance and Magnitude

Period of performance:

- a) Base Period: Date of contract award – 31st December 2026 or contract signature date (12months) (Anticipated)
- b) Option Period(s) (Actual WU order during each Contract period will be subject to overall JWC funding and agreed JWC Programme of Work):
 - i. 01 January 2027 – 31 December 2027.
 - ii. 01 January 2028 – 31 December 2028.
 - iii. 01 January 2029 - 31 December 2029.
 - iv. 01 January 2030 - 31 December 2030.

6. 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 JWC.

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- b. Personnel selected to perform work under this contract are forbidden to share commercial-in-confidence information dealt with in the execution of this work with any individuals outside of current JWC BUDFIN staff or outside companies to include the bidding company. Additionally, release of some information may be restricted for the individual(s) performing the work If the Contracting Officer chooses that it is in the best interest of JWC.
- c. The provisions of this article shall continue in force notwithstanding the completion, expiration, cancellation or termination of this Contract

7. Tasking and deliverables:

- a. Subject matter expert on creating a corporate multimedia archiving system for the JWC's multimedia content (photography and videography) produced in the last 20+ years.
- b. This work predominantly involves development of the JWC's visual information database, including the archiving and categorization of still photography and video content (2003 - present), with metadata.
- c. More specifically, the process includes:
 - d. prepare thematic categorization of the JWC's recent and current photography and video content;
 - e. prepare a comprehensive, effective and easy-to-use digital archive for the JWC;
 - f. select, edit (colour/image size/OPSEC) and categorize the best multimedia content for internal/external release.
 - g. Ensure that the digital archive system is sustainable, which enables easy use and maintenance for the PAO team.
 - h. Support the launch of the JWC's official Flickr channel (online photo management and sharing application) based on previously PAO-selected themes
 - i. Provide high-quality photographic and videographic support to PAO in support of the JWC mission, especially during JWC-directed exercises
 - j. Train PAO staff on quick video production capabilities for snap interviews
 - k. Liaise closely with NATO Archives and HQ SACT multimedia experts to ensure compliance with NATO standards and best practices and support, respectively.

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- I. Other tasks utilizing contractor experience/qualification/skill set within the scope of PAO Support as directed by COTR.
- m. In addition to the technical proficiencies and qualifications listed the following is essential:
 - i. **Required Attitude**
 - 1) Adherence to NATO Code of Conduct
<https://www.nato.int/structur/recruit/info-doc/code-of-conduct.pdf>
 - 2) Adherence to JWC One Team Approach https://www.jwc.nato.int/wp-content/uploads/2024/12/JWC_Organizational_Culture.pdf
 - 3) Ability to perform effectively in a fast-paced and dynamic environment.
 - ii. **Competencies**
 - 1) Adaptability/ Flexibility – The ability to alter a plan or approach when new information becomes available. This includes the ability to recognize and use more than one way to reach the objective.
 - 2) Communication - The clear and accurate sending and receiving of information including verbal, written, and non-verbal feedback. This includes providing recognition of the aforementioned types of feedback, and the necessity to elaborate on subjects and clarify accordingly.
 - 3) Assertiveness – The willingness and readiness to actively participate, to state and defend an opinion or position until convinced by facts that other options are better.
 - 4) Influencing – The ability through action or process of producing effects on the actions, behaviour and/or opinions of others. This includes adapting styles of argumentation and/or wording to others in order to get one's opinion across.
 - 5) Initiative – The ability to recognize opportunities and act accordingly without being prompted. This includes spotting bottlenecks/problems, also outside one's own scope, and adding one's own ideas or solutions for overcoming the identified issues for the betterment of the training audience.
 - 6) Cooperation – The ability to add toward a common purpose or joint action by acting or working with others and share information in a collaborative format.

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- 7) Decision Making – The ability to use logical and sound judgement to make decisions and choose an appropriate course of action, based on analysis and processing available information.
- 8) Analysis – The ability to dissect situations or information of both major and minor issues and to identify correlating connections and get down to the core of the problem.

8. Required Experience/Qualification of Personnel for Statement of Work

- a. Meet all eligibility requirements listed in the Statement of Work
- b. Minimum of one past performance citations within the last 5 years to show that Supplier/Supplier Personnel has successfully completed work that is like or directly traceable to the requirements outlined in the SOW
- c. At least 2 years practical Job-related experience in multimedia archiving related work
- d. At least 2 years of employment in multimedia production (photography and videography)
- e. Bachelor's degree (equivalent) or higher in photo/videography, multimedia production and multimedia archiving. 3 Years + of practical employment experience is accepted in lieu of bachelor's degree
- f. Provide details of the ability to collaborate successfully within a team, adopt a problem-solving approach to work, and the ability to work under pressure.
- g. Minimum of 1 year experience creating and managing photography/video-based social media platforms. Examples: Flickr, Youtube, Facebook, or X (For reference only non-disqualifying)
- h. Provide details of experience within the last 5 years, facilitating small training sessions on photography and videography transferring knowledge of skills.
- h. Provide details of at least 1 project completed within the past 5 years which involved digital archiving; and one photography or video production as well as online presentations or online presence. (Such as professional photo/video-focused social media content)
- i. Fluent In English (Listening, Speaking, Reading and Writing) (STANAG 6001, Levels;3333)
- j. NATO SECRET level of security clearance or active SECRET security clearance issued by a national authority.

9. Furnished Materials and Services

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- a. NATO Supplied: Workspace, standard office equipment, required computer hardware and software

10. Required Travel for Personnel Services Contracts

- a. Travel by contractors in support of the JWC mission will only be performed when a member of the approved Peacetime Establishment is unable to perform the mission.
- b. PAO do not believe frequent TDY travel will be required. Occasional TDY in support of conferences or JWC events may be required.

11. Security Considerations for the Deliverables

- a. Deliverables under this Contract will range from NATO Unclassified (NU) to NATO Secret (NS) and the Contractor and its personnel shall adhere to all application NATO and JWC Policy on the security and use of such information.
- b. All products created by the Supplier under this Contract are to be original and are the property and under copyright of JWC, unless otherwise specifically stated in this Contract.

12. Physical Security

- a. Contractor's personnel require NATO SECRET Clearance, which must be maintained throughout life of the service.
- b. Supplier personnel will be required to adhere to all to JWC security directives.
- c. JWC accepts no liability in the case of the occurrence where access is not granted due to non-compliance with JWC/NATO security provision.

13. Security and confidentiality requirements

- a. Security Requirements.

For the Request for Visit procedures, Personal Security Clearances (PSC), and Facility Security Clearance (FSC), the Directive on Classified Project and Industrial Security (AC/35-D/2003-REV8) applies.

- b. Personal Security Clearance (PSC).

The Contractor must provide the Request for Visit, signed by JWC and confirming valid clearance at the NATO SECRET level throughout the contract term at JWC, in advance. The Contractor shall obtain all required security clearances for its personnel performing services under this SOW before starting work on the SOW. The Contractor must secure a NATO Secret Personnel Security Clearance (PSC) to work at JWC via the Request for Visit procedure, in accordance with the NATO

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Directive on Classified Project and Industrial Security dated 19 May 2015, specifically Appendix 8, Annex 1 AC/35-D-Rev5. No waiver of this requirement shall be granted. No personnel lacking the necessary clearance may be assigned. If the Contractor is unable to assign personnel with the required security clearance by the start date, the Contractor shall be liable for bid non-compliance or immediate contract termination. The Contractor must provide advance written proof of the ability to assign fully cleared personnel prior to the contract award, if applicable.

c. Contractor's Facility Security Clearance (FSC).

The facility of the Contractor/Sub-contractor shall hold a NATO Secret Facility Security Clearance without storage capabilities where required by applicable national regulations. The Bidders may provisionally participate in a bidding process pending final receipt of the national clearances. However, all clearances required to execute the contract should be in-place prior to contract award, if applicable.

d. Security Conditions.

The Contractor must adhere to current security conditions at the JWC and other work sites. The Contractor personnel shall comply with all local Host Nation, NATO security provisions and other policies and procedures, as required. Access passes will be provided subject to the JWC regulations.

e. Confidentiality requirements.

The Contractor shall keep confidential any information obtained under or in connection with this Contract and shall not divulge the same to any third party without the prior written consent of JWC. Provisions of this clause will remain in force notwithstanding the termination of this Contract regardless of the cause for termination.

14. Contractor Deliverables Technical Evaluation/ Contractor Guidance

- a. Contractor Personnel shall report to and receive technical guidance from the Contracting Officer's Technical Representative (COTR) while executing this SOW. The COTR can recommend to the Contracting Officer (who has final authority) that the contract/SOW can be amended, extended, or cancelled for evolving requirements, new tasking, and/or technical non-performance.
- b. The COTR shall provide direction, guidance, access to subject matter experts (SMEs) and support information, as needed (within scope).
- c. The COTR shall:
 - i. Resolve outstanding disputes, problems, deficiencies, and/or questions on the technical aspects of the SOW.

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- ii. Review (and approve) all contractor tasking and deliverables for completeness and accuracy.
- iii. The COTR shall review the Contractor's work at regular intervals as required. The COTR's written approval of work is mandatory for Contractor invoices to be successfully processed.

15. Financial Specification

- a. The bidder shall provide an all-inclusive firm fixed price proposal to deliver services in line with the SOW and in accordance with contract terms and conditions. This price proposal shall cover all their costs for their involvement at the specified location(s) including preparation, local travel, per diem and any mark-up.
- b. Work Unit Rate
 - i. In the price proposal the bidder shall submit its all-inclusive pricing **including an extended add-on work unit rate** for delivering the requested services which include any preparation and/or off-site work required prior to execution. What the Bidder shall not include in this rate is the travel cost, which will be reimbursed as detailed below.
- c. Travel
 - i. Bidder shall provide a one-time Firm-Fixed Price amount for return travel costs to/from Stavanger, Norway.
 - ii. Bidder should plan for complete self-arrangements of travelling to NATO JWC on commence and conclusion of service.
 - iii. JWC will not reimburse any expense exceeding the provided Not-To-Exceed amount for travel.

16. Place of Performance

- a. The work will be done on site at JWC, Stavanger. Remote work may be considered to a limited degree once the person performing the work has relevant experience with JWC systems.

17. Pricing

- a. 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.

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

18. Currency

- a. 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.

19. Price Comparison

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

20. Partial Bidding

- a. Partial Bidding is NOT AUTHORIZED.

21. Bid Closing Date

- a. Bids must be received at JWC **not later than 13:00 hours (local time Norway), 30 March 2026**. At that time and date, bidding will be closed.

22. 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: jwc.pcs@nato.int
julie.hansen@nato.int
robert.fahrney@nato.int

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

BID PROPOSAL JWC-26-R-0006

23. Communications and Contacts for Clarification

a. 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.

b. 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.

c. 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 noncompliance. 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 to 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.

d. Clarification question deadline

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4 March 2026 not later than 13:00 hours (local time Norway).e. Point of Contact

Ms Julie Hansen, Section Head Purchasing and Contracting

Tel: +47 52 87 92 94

E-mail address: julie.hansen@nato.int

Mr. Robert Fahrney, Buyer and Contract Administrator

Tel: +47 52 87 92 87

Email address: robert.fahrney@nato.int

All correspondence is also to be forwarded to group email box:

jwc.pcs@nato.int

Joint Warfare Centre

BUDFIN – Purchasing and Contracting Branch

ATTN: Julie Hansen

P.O. Box 8080

Eikesetveien 29

N-4068 Stavanger

Norway

24. 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/wp-content/uploads/2024/08/JWC_GENERAL_TERMS_AND_CONDITIONS_2024.pdf 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 8 (See attached Excel)

BID FORM
Firm Fixed Price Proposal

Item	Description	Unit/Daily Rate
1.	Onsite work unit (daily rate for base period) x Quantity 1	
2.	Onsite Work Unit (daily rate for option 1) x Quantity 1	
3.	Onsite Work Unit (daily rate for option 2) x Quantity 1	
4.	Onsite Work Unit (daily rate for option 3) x Quantity 1	
5.	Onsite Work Unit (daily rate for option 4) x Quantity 1	
6.	Add-on Extended work unit rate (to increase to 8-12 work day)	
7.	Flight cost (one time cost over life of the contract)	

Total Cost for Evaluation for purpose of award will be:

Evaluated Cost = (WU Rate 2026 x 220) + (WU Rate 2027 x 220) + (WU RATE 2028 x 220) (WU Rate 2029 x 220) + (WU Rate 2030 x 220) + (EWU Rate x 220) + Flight Cost = Total Cost

Bidder Comments:

Date: _____
Company: _____

Name & Title: _____
Signature: _____

Bid Reference: **JWC-26-R-0006**