



NORTH ATLANTIC TREATY ORGANISATION

JOINT FORCE TRAINING CENTRE
ul. Szubinska 2
85-915 Bydgoszcz 15
Poland



TO: Potential Bidders

DATE: 28 October 2019

SUBJECT: Questions and Answers Amendment #1 to Invitation for International Bidding IFIB-ACT-JFTC 19-60 for Role Players, Interpreters and Country/Cultural Advisor Contractor Support to the Pre-Deployment Training for NATO Mission in Iraq (NMI).

In accordance with IFIB-ACT-JFTC 19-60 Bidding Instructions – point 8 please find below the questions and answers. Published answers shall be regarded as the authoritative interpretation of the IFIB.

Question 1

IFIB 12.d requires an electronic copy of the Technical and Administrative Proposal, but says not to include a price proposal with the electronic submission. Would NATO consider allowing an electronic submission in lieu of a hard copy submission if the Price Proposal and the Technical and Administrative Proposal are sent in separate emails?

Answer 1

Proposals must be sent in accordance with point 12 of the IFIB-ACT-JFTC 19-59 Bidding Instructions.

Question 2

IFIB 12.f says proposals may be delivered via mail, courier or hand delivered, but IFIB 12.g says proposals are to be handed to a member of the Contracting Office. Can NATO clarify whether proposals can be delivered to a mailbox via commercial mail service, or does NATO require an appointment to hand-deliver the proposal?

Answer 2

The proposals sent via mail, courier or hand delivered must ultimately reach a member of Contracting Office or other member of the Budget and Finance Branch, who shall endorse the package with a time date and delivery official shall counter sign, as to the accuracy of the recording. The delivery shall be scheduled between 08:00 and 15:00 CET (between Monday and Friday only). It's important that the proposal is properly addressed and marked with IFIB reference, as instructed.

Question 3

Like other service-based solicitations being issued through the JFTC which could be awarded for multiple years, we strongly advised NATO to allow separate option year pricing for years 2021 to 2024. Forcing industry to hold firm-fixed pricing for 5 years increases significant risk of non-performance due to future inflation and other changes in the labor market.

Answer 3

JFTC is not going to amend the Mandatory Price Proposal Format. The offered prices shall remain fixed for the contract duration.

Question 4

Would JFTC confirm what ranks are required/preferred for each of the ten (10) role player uniforms?

Answer 4

The rank structure has to be adjusted for each pre-deployment training (PDT) iteration according to the planned advisor interactions. This is going to change over time according to the evolving mission reality. Therefore, the required amount of rank signs will be communicated to the Contractor by the JFTC team prior each PDT iteration. For the last PDT NMI 19-2, the requirement was to provide the following Army ranks:

- 2 sets of major general,
- 6 sets of brigadier general,
- 6 sets of colonel.

Question 5

Would JFTC confirm that only the following atmospherics are required for each of the six (6) interaction offices:

- Desk Flag (Iraqi)
- Wall Flag (Iraqi)
- Wall picture of Iraqi Leadership
- Wall picture of Iraqi country scenery

If more atmospherics are required/preferred, please specify as this is an incurred cost.

Answer 5

With regards to the required decoration, the bidder needs to understand that the requirement is to create a most realistic environment in order to prepare future advisors also in terms of cultural awareness. The minimum requirement shall include the items listed in the Statement of Work (SOW), point 14.1.5. The Bidders shall be aware that the cost of the Iraq atmospherics for decorating up to 6 interaction offices will be reimbursed by JFTC separately for after PDT 20-1. Consequently the Bidders are not tied only to these items listed as examples in the SOW and are encouraged to equip these offices with other appropriate atmospherics as well.

Question 6

Does NATO have a preferred format for the customer reference letter/s?

Answer 6

No. There is no preferred format for the customer reference letter/s.

Question 7

Past Performance Information Form (Enclosure 4): Requirements (h) and (k) for client reference information appears to be a duplicate—can you confirm or clarify what different information is requested in each requirement?

Answer 7

For requirement (h) Bidders shall provide the general Name, Address, Fax, email and Telephone No. of Reference. For requirement (k) Bidders shall provide Complete Contact Information for client (Name, address, POC name, e-mail, tel. #), especially the Point of Contact details to enable JFTC to contact an individual familiar with the contract and it's performance.

Question 8

With regard to the NMI RP/INT/Cultural Advisor roles. We note that a Technical Evaluation Matrix has been created – and is contained within the paperwork.
Question 1: Please can you confirm that named RPs/INTs/Cultural Advisor are not required for the bid?

Question 2: Please can you confirm that there is no requirement to complete the TEM for bid submission, but rather that the text on Page entitled: SOW Annex B is correct. If successful at tender, prior to a TE, the company would then need to complete a TEM for JFTC approval.

After receiving the Purchase Order the Contractor shall provide the list of Role Players, Interpreters and Country/Cultural Advisor who meet below listed requirements. This list shall be sent to the Contracting Officer Technical Representative (COTR) for acceptance. Apart from the list the Contractor shall provide filled in Technical Evaluation Matrix for each proposed Key Personnel. This documentation shall be provided to the COTR within 14 calendar days from receiving the PO.

Individuals' résumés will be measured against each of the criteria specified below in order to ascertain whether the individuals have adequately demonstrated that they possess the required qualifications. Examples of how detailed knowledge levels were attained are expected. Ultimately the Contractor shall clearly demonstrate by providing unequivocal reference to where the candidate/s meets the criteria set forth in this SOW.

Answer 8

Named RPs/INTs/Cultural Advisor are not required for the bid. There is no requirement to complete the Technical Evaluation Matrix for bid submission. This will be necessary after contract award, prior each training event for each proposed Key Personnel.

Ryszard Piasecki

A handwritten signature in blue ink, appearing to read "Ryszard Piasecki", is displayed within a light blue rectangular box.

Contracting Officer
Budget and Finance Branch
Headquarters Support Division
Joint Force Training Centre