



HQ Supreme Allied Commander Transformation Command Group, Office of Budget and Finance

Norfolk, Virginia | USA



Norfolk, 16 May 2022

TO: All Prospective Bidders

SUBJECT: REQUEST FOR PROPOSAL No. 2022- JALLC-002 – OPERATIONS ASSESSMENT AT STRATEGIC LEVEL SUPPORT SERVICES TO JALLC.

Dear Sirs,

You are hereby invited to submit a technical price proposal to the Joint Analysis and Lessons Learned Centre (JALLC) in support of the above requirement. Proposals will be received **until 15:00 GMT+1 on 30 May 2022**. Proposals received after that time cannot be considered.

Your attention is drawn to the following documents:

- a) RFP Cover Letter (with Annex A – Acknowledgement of Receipt)
- b) Part I – Bidding Instructions
- c) Part II – Requirements Specification;
- d) Part III - Contract General Terms and Conditions.
- e) Enclosure B – Special Terms and Conditions

The JALLC reserves the right to cancel this RFP, partially or in its entirety, at any time. In such an event, no claims for proposal preparation and related costs will be considered.

Please direct any inquiries to:

- Ms. Carla Ferreira, JALLC Administrator P/C 00 351 - 217 717 031
Carla.ferreira@jallc.nato.int
- LCDR Mark Macsule, JALLC Contracting Officer 00 1 - 757-747-3612
Mark.macsule@act.nato.int
- LCDR Brandon Stewart, JALLC Contracting Officer 00 1 - 757-747-3977
Brandon.stewart@act.nato.int
- Ms. Kellie Hagen, JALLC Contracting Officer 00 1 - 7757-747-4180
Kellie.hagen@act.nato.int

You are kindly requested to complete and return the **Acknowledgement of Receipt** (at Annex A) within 2 days of receipt of this Request for Proposal. Further correspondence will be mailed only to those that have returned this receipt and have **indicated there on their intention to participate in the bidding**.

Sincerely,

Mark Macsule
Lieutenant Commander, USA Navy
Contracting Officer, SACT

NATO UNCLASSIFIED

Annex A to RFP- 2022-JALLC-002

ACKNOWLEDGEMENT OF RECEIPT

(To be completed and returned, to JALLC within 2 days after receipt to the following email:
carla.ferreira@jallc.nato.int (and all email addresses above mentioned)

PLEASE COMPLETE CLEARLY – DO NOT USE COMPANY STAMP

FROM: Company/ bidder:
Address:
Telephone:
E-mail and Internet site address:
Point of Contact: (if applicable).....

TO: JOINT ANALYSIS AND LESSONS LEARNED CENTRE
BUDGET AND FINANCE BRANCH
ADMINISTRATOR (PROCUREMENT)
REFERENCE: **RFP- 2022-JALLC-002**

SUBJECT: Acknowledgement of Receipt of Request for Proposal

We hereby advise that we have received **RFP-2022-JALLC-002: OPERATIONS ASSESSMENT AT STRATEGIC LEVEL SUPPORT SERVICES TO JALLC** on:
(date: dd/mm/yyyy) _____ with all enclosures.

CHECK:

- As of this date and without commitment on our part, we do intend to participate in the bidding.
- We do not intend to participate in the bidding.
- Our company may be deleted from similar RFP's mailing list.

NOTE: Only bidders indicating their intention to participate in the bidding will continue to receive all further correspondence related to this RFP. Unless specified differently, it will be mailed to the above-mentioned address.

Date: Signature: Name and Title
