



**NORTH ATLANTIC TREATY ORGANIZATION
JOINT ANALYSIS AND LESSONS LEARNED CENTRE**

Avenida Tenente Martins, Monsanto
1500-589 Lisboa
Portugal



TO: All Prospective Bidders

SUBJECT: Request for Quotation No. JALLC-2021-001 – HVAC PREVENTIVE AND
CORRECTIVE MAINTENANCE SERVICES CONTRACT

DATE: 31 May 2021

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 12:30 Hours, 21 June 2021**. Proposals received after that time cannot be considered.

Your attention is drawn to the following documents:

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

The JALLC reserves the right to cancel this RFQ, 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 Mrs. Carla Ferreira via phone at +351 21 771 7031 or via email at carla.ferreira@jallc.nato.int.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Macsule".

Mark Macsule
Contracting Officer

ACKNOWLEDGEMENT OF RECEIPT

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

PLEASE COMPLETE CLEARLY – DO NOT USE COMPANY STAMP

FROM: Company:
Address:
Telephone:
E-mail and Internet site address:
Point of Contact:

**TO: JOINT ANALYSIS AND LESSONS LEARNED CENTRE
BUDGET AND FINANCE BRANCH
ADMINISTRATOR (PROCUREMENT)
REFERENCE: RFP-**JALLC-2020-02****

SUBJECT: Acknowledgement of Receipt of Request for Proposal

We hereby advise that we have received RFP-**JALLC-2020-02** 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