



**Joint Analysis and
Lessons Learned Centre**

Lisboa - Portugal



RFQ-2024-JALLC-007

Lisbon, 11 November 2024

TO: All Prospective Bidders

SUBJECT: REQUEST FOR QUOTATION (RFQ-2024-JALLC-007)

Enclosures:

- A. Bidding Instructions (Enclosure A)
- B. Statement of Work (Sow)
- C. Past Performance Form
- D. Price Proposal Form
- E. Certification of Security Clearance
- F. JALLC General Contract Terms & Conditions
- G. JALLC Special Terms & Conditions for Commercial Personnel Services Contracts

Distinguished Prospect Bidders,

I am pleased to invite you to submit your best quote for the services listed hereunder:

- **Provision of Cleaning Services at the Joint Analysis and Lessons Learned Centre (JALLC) facility located in Lisbon, Portugal**

If interested in this opportunity, you are requested to inform the JALLC Contracting Officer with a non-committal statement about your Company's intention to bid by no later than Friday 22 November 2024.

In addition, you shall fill and sign all the referenced Enclosures in accordance with the guidance provided in the Bidding Instructions.

The quotes shall remain valid for at least 90 days.

A formal reply, together with the above mentioned Annexes, shall be submitted to JALLC via email no later than 6 DECEMBER 2024 16:00 HRS, Lisbon Time - PORTUGAL, to the following address:

andre.grenho@jallc.nato.int.

A handwritten signature in black ink, appearing to read 'André Grenho', written over a horizontal line.

André Grenho
CIV – B5/G12, PRT
Administrator (Procurement & Finance)

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