

**Acquisition**

Radu.Munteanu@ncia.nato.int

Telephone: +32 (2) 707 8499

Fax: +32 (2) 707 8770

NCIA/ACQ/2017/1654

24<sup>th</sup> July 2017

To: See Distribution List

From: The General Manager, NCI Agency

Subject: **REQUEST FOR QUOTATION RFQ-CO-14593-IAS "Provide training for users and functional administrators of Enterprise Document Management System (EDMS) and Task Tracker Plus (TT+)"**

References A. AC/4-D/2261-ADD1-REV1 (1996 EDITION)  
 B. AC/4(PP)D/27401-ADD7  
 C. AC4-DS(2016)0006  
 D. AC4(PP)D27404\_ADD1

Dear Sir/Madam,

1. Your firm is hereby invited to participate in an Request for Quotation under BOA procedure for the development of "**Provide training for users and functional administrators of Enterprise Document Management System (EDMS) and Task Tracker Plus (TT+)**".
2. NATO will place one contract to cover the entire scope of the project.
3. The award will be based on the proposal evaluated as the lowest price, technically compliant in accordance with the selection criteria set forth in the Bidding Instructions.
4. **THE CLOSING TIME FOR SUBMISSION OF BIDS IN RESPONSE TO THIS REQUEST FOR QUOTATION IS 15:00 HOURS (BRUSSELS TIME) ON MONDAY, AUGUST 7, 2017.**
5. This Request for Quotation consists of the Bidding Instructions (Book I) and the Prospective Contract (Book II). The Prospective Contract contains the Schedule of Supplies and Services (Part I), Contract Special Provisions (Part II), Contract General Provisions (Part III), and the Statement of Work (Part IV). The Statement of Work and the Annexes thereto set forth detailed specifications governing the performance requirements of the contract.
6. The overall security classification of this Request for Quotation is "NATO UNCLASSIFIED". This Request for Quotation remains the property of the NCI Agency and shall be protected in accordance with the applicable national security regulations.



NATO Communications  
and Information Agency  
Agence OTAN d'information  
et de communication

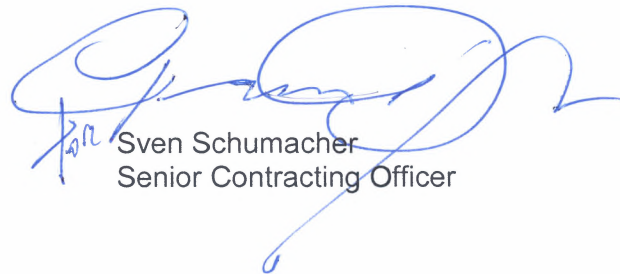
Avenue du Bourget 140  
1110 Brussels, Belgium

www.ncia.nato.int

7. The Bidders have the right to request RFQ clarifications as outlined in section 2.6 of the Bidding Instructions (Book I).
8. You are requested to complete and return the enclosed acknowledgement of receipt within 5 days of receipt of this RFQ, informing NCI Agency of your intention to bid/not to bid. Your firm is not bound by its initial decision, and if you decide to reverse your stated intention at a later date, you are requested to advise us by a separate letter.
9. Prospective Bidders are advised that the NCI Agency reserves the right to cancel this RFQ at any time in its entirety and bears no liability for bid preparation costs incurred by firms or any other collateral costs if bid cancellation occurs.
10. The Purchaser point of contact for all information concerning this Request for Quotation is:

NCI AGENCY  
Batiment Z  
Boulevard Leopold III  
1110 Brussels  
Belgium  
Attn.: Mr. Radu Munteanu (ACQ)  
Tel : +32 (0)2 707 8499  
Fax : +32 (0)2 707 8770  
E-mail : [Radu.Munteanu@ncia.nato.int](mailto:Radu.Munteanu@ncia.nato.int)

FOR THE GENERAL MANAGER:



Sven Schumacher  
Senior Contracting Officer

**Enclosures:**

Attachment A: Acknowledgement of Receipt of Request for Quotation

**Attachment A**

**Acknowledgement of Receipt of Request for Quotation**

**RFQ-CO-14593-IAS**

**Please complete and return within 5 days by: e-mail: [Radu.Munteanu@ncia.nato.int](mailto:Radu.Munteanu@ncia.nato.int), for the attention of Mr. Radu Munteanu**

We hereby advise that we have received Request for Quotation RFQ-CO-14593-IAS on ....., together with all enclosures listed in the Table of Contents.

**CHECK ONE**

- { } As of this date and without commitment on our part, we do intend to submit a bid.
- { } We do not intend to submit a bid.
- { } We are reviewing the requirements of the RFQ and will notify you of our decision as soon as possible.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_