



**NORTH ATLANTIC TREATY ORGANISATION**

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



TO: BC's Distribution List for Invitation for International Bidding (IFIB)

DATE: 30 July 2020

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Travel Management and Online Booking Tool Services

In accordance with the stipulations of the Bi-Sc Procurement Directive 060-070, Annex C, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

IFIB Reference: IFIB-ACT-JFTC-20-76

Title of IFIB: Travel Management and Online Booking Tool Services.

Requirement: Aim of this IFIB is to obtain contractor for the provision of services of the International Air Transport Association registered Travel Management Company to carry out all travel reservations, quotations, ticketing, online booking tool, and related standard travel services.

Type of Contract: Requirements Contract.

Period of Performance: Base Period: between 01 January and 31 December 2021  
Option Periods: there will be four (4) following option periods of 12 months each.

Bidding Procedure: Formal bidding

Funding: JFTC Operational and Maintenance 256 budget, delegated budgets. Anticipated volume of business of 1,000,000.00 PLN per year, for an estimated amount of 5,000,000.00 PLN for the basic period plus options.

Classification: NATO UNCLASSIFIED

Issue Date: 31 August 2020

Bid Closing Date: 12 October 2020

Eligibility: Commercial entities that originate or are chartered/incorporated within NATO-member nations that

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provide the funding for JFTC in accordance with Bi-Sc Dir. 060-070, and which are International Air Transport Association (IATA) registered Travel Management Company (TMC).

Delivery location(s): JFTC, Bydgoszcz, Poland and a Web Portal

Partial bidding: Partial Bidding is not allowed.

IFIB Documents will be posted on the JFTC Internet site:

<http://www.jftc.nato.int/organization/contracting>

This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile, before 31 August 2020, the name, full address, point of contact, telephone, and e-mail address, of other potential bidders established within your country. This and any other correspondence hereto is to be addressed to:

Joint Force Training Centre  
BUDFIN  
Ul. Szubinska 2, 85-915 Bydgoszcz, Poland  
Attn: Ryszard Piasecki – Contracting Officer  
Tel: +48 261 411 439  
Email: [ryszard.piasecki@jftc.nato.int](mailto:ryszard.piasecki@jftc.nato.int)

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