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**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)

or  
Tomasz Kopytowski – Contracting Specialist  
Tel: +48 261 411 423  
Email: [tomasz.kopytowski@jftc.nato.int](mailto:tomasz.kopytowski@jftc.nato.int)

or  
Lukasz Frackowiak – Contracting Specialist  
Tel: +48 261 411 464  
Email: [lukasz.frackowiak@jftc.nato.int](mailto:lukasz.frackowiak@jftc.nato.int)

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ANNEX: List of potential bidders already identified by Joint Force Training Centre

Company Name	Mail Address	Telephone	E-mail address
UNIGLOBE Travel International	1199 West Pender Street Suite 900 Vancouver, BC V6E 2R1 Canada	Tel: + 1-604- 718-2600	<a href="mailto:myunn@uniglobe.com">myunn@uniglobe.com</a>
Omega World Travel	3102 Omega Office Park, Fairfax, VA 22031 USA	Tel: +1 888- 380-9872	<a href="mailto:sales@omegaworld.co.uk">sales@omegaworld.co.uk</a> <a href="mailto:proposals@owt.net">proposals@owt.net</a>
CorpTrav	1717 N. Naper Blvd. Suite 300 Naperville, IL 60563 USA	Tel: +1-630- 691-9100	<a href="mailto:info@corptravel.com">info@corptravel.com</a>
Travelport Poland Sp. z o.o.	ul. Sienna 75 00-833 Warsaw Poland	Tel: +48 22 427 4900	<a href="mailto:sales.warsaw@travelport.com">sales.warsaw@travelport.com</a>
Carlson Wagonlit Polska Sp. z o.o.	Adgar Park West Al. Jerozolimskie 181 B 02-222 Warsaw Poland	Tel: + 48 22 275 36 00	<a href="mailto:cwt@carlsonwagonlit.pl">cwt@carlsonwagonlit.pl</a>
eTravel S.A.	Al. Jerozolimskie 142B 02-305 Warsaw Poland	Tel: +48 22 492 08 01	<a href="mailto:sekretariat@etravel.pl">sekretariat@etravel.pl</a> <a href="mailto:miroslaw.bohun@etravel.pl">miroslaw.bohun@etravel.pl</a>
BCD Travel Poland	87, Grzybowska Street 00-844 Warsaw Poland	Tel: +48 22 829 95 00	<a href="mailto:info@bcdtravel.pl">info@bcdtravel.pl</a>
FCM Poland	Ul. Wilcza 50/52, 00-679 Warsaw Poland	Tel: +48 22 453 5353	<a href="mailto:travel@pl.fcm.travel">travel@pl.fcm.travel</a>
Hogg Robinson Group Poland	Ul. Cybernetyki 7a 02-677 Warsaw Poland	Tel: + 48 22 440 2900	<a href="mailto:marketing.pl@hrgworldwide.com">marketing.pl@hrgworldwide.com</a>
CWT Sato Travel	4300 Wilson Blvd Suite 500 Arlington VA USA	Tel: +1 703 682 7201	<a href="mailto:mstec@cwtsato.com">mstec@cwtsato.com</a>