

IFIB:

**IFIB-ACT-SACT-18-42
PROVISION OF JUST IN TIME SUPPLY
ORDERING SYSTEM**

Reference:

Q&A #2

Date of Issue:

23 Sep 2018

The following questions were raised with respect to subject IFIB. Responses are to provide clarification.

Question	Response
1.) Are the Firm Fixed prices for what period? One-year period with the ability to adjust on an annual basis? 2.) Is the only payment method through invoice and ETF? 3.) Are organizational purchase card(s) an option? 4.) Will each office place a separate order so customer can be identified for desktop delivery? 5.) Are you expecting an invoice for each office order and delivery or are you looking for one total invoice for all orders placed, daily, weekly, and/or monthly? 6.) Are the invoices submitted via email or some other channel?	Prices shall be firm fixed for the year. Prices can be reviewed per year due to an increase in cost. However, NATO reserves the right to select an alternative item at the lower price if price is significantly higher.
2.) Is the only payment method through invoice and ETF?	Yes, invoicing will be done monthly by the contractor. NATO ACT will submit payment via EFT or Advance Clearing House to the contractor's bank account details that are on file.
3.) Are organizational purchase card(s) an option?	No, please see #2 answer above.
4.) Will each office place a separate order so customer can be identified for desktop delivery?	Yes, each customer within HQ SACT organization will place their order. Each customer should have their own account that identifies their name and location inside HQ SACT. A

	<p>representative from the Purchasing and Contracting (P&C) section approves all orders electronically. When a delivery is ready, a representative from P&C will escort the delivery personnel to the desktop location.</p>
<p>5.) Are you expecting an invoice for each office order and delivery or are you looking for one total invoice for all orders placed, daily, weekly, and/or monthly?</p>	<p>An invoice is preferred for delivered orders. However, a packing slip will suffice for delivered order until order is complete. Total invoice amounts can be submitted for the completed order.</p> <p><u>Note that separate orders cannot be combined into a single invoice.</u></p> <p>Refer to the IFIB-18-42 parg 4.5. HQ SACT Site administrator shall have access to daily account balance and payment information (to download and process payment).</p>
<p>6.) Are the invoices submitted via email or some other channel?</p>	<p>Invoices shall be submitted to the contracting officer either by email or to our address. Email submissions are usually paid out faster due to the delay in mail service.</p>