

## SUPREME HEADQUARTERS ALLIED POWERS EUROPE

**TO:** BC's Distribution List for International Competitive Bidding

**DATE:** 28 July 2020

**SUBJECT:** Notification of Intent (NOI) to Issue and Invitation for International Competitive Bidding (ICB) for the Provision of Office Supplies ACO wide.

1. In accordance with the stipulations of the Bi-SC Procurement Directive 060-070 dated 30 June 2015, Annex C, the following information is provided on an Invitation for International Competitive Bidding (ICB) that this Headquarters has the intention to release.

ICB reference number	:	ACO-SH-20-12
Title of ICB	:	Provision of Office Supplies ACO wide
Requirement	:	The requirement is for the procurement of office supplies (stationery) for SHAPE located in Belgium and, possibly, other ACO Commands located in The Netherlands, Italy, Germany and United-Kingdom.
Type of contract Requirement Contract	:	Fixed Price, Indefinite Delivery, Requirements type contract
Period of performance	:	01 January 2021 - 31 December 2021 with possibility to exercise up to 4 one-year options
Bidding procedure	:	Sealed Bidding (technical/financial) - Lowest technically compliant bid - the ACO electronic bidding portal will be used to compete this ICB ( <a href="https://aco.procureware.com">https://aco.procureware.com</a> ). <b>Firms not already registered on the portal are encouraged to apply for registration</b>
Funding	:	SHAPE Military Budget + various military budgets 400,000.00 Euro estimated annual value of contract: 2,000,000.00 Euro estimated total cumulative value of the contract
Classification	:	NATO UNCLASSIFIED
Issue Date	:	Early September 2020 (estimated)
Closing Date	:	Mid October 2020 (estimated)
Eligibility	:	Governmental or Commercial entities (1) that originate and are chartered/incorporated within the 30 NATO-member nations, (2) that maintain a professionally active facility (office, factory, laboratory, etc.) within NATO-member nations and (3) that provide the funding for the aforementioned requirement. Companies which have performed at least three contracts

within the last five years substantially similar in scope, complexity and magnitude to the requirement described in the solicitation

Partial bidding : Partial Bidding is not authorized

Website : <http://shape.nato.int/page136374522>

2. SHAPE will directly advertise the ICB on the ACO eBid portal to all potential bidders and will post an abstract of the tender documents on the Web site above. Firms that have already been identified are listed in the NOI annex. NATO Delegations are hereby invited to nominate, **by facsimile and before 31 August 2020** the name, full address, Point of Contact, telephone and facsimile number, of other potential bidders established within their respective country. This and any other correspondence hereto is to be addressed to:

SHAPE FINAC AQM  
ACO Acquisition Management Branch  
Attn: Mrs. Valerie HINNENS  
SHAPE HEADQUARTERS  
PO BOX 18/A  
Rue Grande (N6)  
B-7010 SHAPE (Belgium)

Fax: +32 (0) 65 44 3542

E-mail 1: [valerie.hinnens@shape.nato.int](mailto:valerie.hinnens@shape.nato.int)

AND

Email 2: [SHAPEJ8P&CCommon@shape.nato.int](mailto:SHAPEJ8P&CCommon@shape.nato.int)

***(Original signed)***

Danny HOVAERE  
ACO Head of Contracts