

**SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

TO: BC's Distribution List for International Competitive Bidding

DATE: 11 May 2020

Subject: Notification of Intent (NOI) to Issue an Invitation for International Competitive Bidding for Legal Advisors Worktop Functional Area System (LAWFAS) Legal and Technical Support Services

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-20-10
Title of ICB	:	Provision of LAWFAS Legal and Technical Support Services
Requirement	:	LAWFAS is an operational tool that is aimed at enhancing and sharing legal knowledge and documents within the NATO Community of Interest. The contractor shall provide Legal and Paralegal services pertaining to the use of the LAWFAS platform across the community of Legal offices (primary users); and Technical Support to ensure continuous operation of the SHAREPOINT instance where LAWFAS is implemented
Type of contract	:	Firm Fixed Price contract
Period of performance	:	Subject to approval of contract authority it is foreseen the award of a contract with duration of 3 (three) years (base period: 1 January 2021 – 31 December 2023) with possibility to exercise up to 1 (one) period of 2 years (1 January 2024 – 31 December 2025); if no contract authority is granted; the period of performance will be for the base period from 1 January to 31 December 2021 with possibility to exercise up to 4 (four) one-year options
Bidding procedure	:	Formal Procurement, International Competitive Bidding, best value; this requirement will be competed through the ACO electronic bidding portal at URL: <a href="http://aco.procurement.com">aco.procurement.com</a>
Funding	:	NCCB budget, estimated total cumulative value of the contract EUR 1,200,000
Classification	:	NATO UNCLASSIFIED
Issue Date	:	June 2020 (estimated)
Closing Date	:	September 2020 (estimated)
Eligibility	:	Governmental or Commercial entities (1) that originate and are chartered/incorporated within 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 one contract within the last five years substantially similar in scope, complexity and magnitude to the requirement described in the solicitation")
Delivery location(s)	:	SHAPE Headquarters (primary); NATO HQ Brussels (as required for technical services)
Partial bidding	:	Not authorized

Web site : <http://shape.nato.int/page136374522>

2. SHAPE will directly submit the ICB 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 unclassified email and before 20 June 2020**, the name, full address, Point of Contact, email, telephone and facsimile number, of other potential bidders established within your country. This and any other correspondence hereto is to be addressed to:

**SHAPE Finance and Acquisition Directorate (FINAC)**  
**Acquisition Management Branch (AQM)**  
**Attn: Giordano MASTROCINQUE – Senior Contracting Officer**  
**e-mail: [SHAPEP&CCommon@shape.nato.int](mailto:SHAPEP&CCommon@shape.nato.int)**

*(Original signed)*

Danny HOVAERE  
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SHAPE FINAC AQM