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HEADQUARTERS
NATO AIRBORNE EARLY WARNING
AND CONTROL FORCE

52511 Geilenkirchen, Germany



Finance Division – Acquisition & Contracting Branch

Our ref: 6040/FHF/964633/20 **Tel:** +49(0) 2451 631640
Date: 09 April 2020 **NCN:** 229-1640

TO: BC's Distribution List for International Competitive Bidding
DATE: 09 April 2020
Subject: Notification of Intent (NOI) to Issue an Invitation for International Bidding (IFIB) for procurement of Travel Agent Services at HQ NAEW&CF GK.

1. In accordance with the stipulations of the Bi-SC procurement Directive 60-70, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release.

IFIB reference number: ACO-E3A-20-08
Title of IFIB: Procurement of Travel Agent Services at HQ NAEW&CF GK.
Requirement: The Contractor will operate a facility on the HQ NAEW&CF GK's premises at his own risk and expense. The Contractor shall provide support services for travel itineraries of military and civilian personnel. The Contractor shall ensure cost-effective mode of travel for all mission/journey, publish listing of standard cost and normal mode of travel for frequent destinations, procure and issue travel tickets and rental cars vouchers, coordinate group travel.
Type of contract: Firm-fixed-price Basic Ordering Agreement.
Period of performance: From 1 January 2021 until 31 December 2021, with the possibility, subjects to funds availability, of up to four (4) one-year extension options.
Bidding procedure: Lowest Price technically compliant bid.
Funding: O&S Budget. Estimated total cumulative value of the contract 3.2MEURO (estimated annually amount 640 KEURO)
Classification: NATO UNCLASSIFIED
Issue Date: 30 May 2020 (planned)
Closing Date: 30 July 2020 (planned)
Eligibility: Commercial entities (1) that originate and are chartered/incorporated within the 29 NATO-member nations, (2) that maintain a professionally active facility within NATO-member nations and (3) that provide the funding for the NAEW&CF E-3A Component.
Delivery location(s): HQ NAEW&CF E-3A Component Geilenkirchen Germany
Partial bidding: Partial bidding is not authorized.
Web site: <http://shape.nato.int/page136374522>

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2. This IFIB will be posted on the ACO Electronic Bidding Portal at the following link <https://aco.procureware.com> and an abstract of the tender documents will be posted on the Web site above. Firms that have already been identified are listed in the NOI Annex A. NATO Delegations are hereby invited to nominate, **before 08 May 2020**, the name, full address, Point of Contact, telephone and facsimile number, of other potential bidders established within your Country. Nominations and any other correspondence hereto is to be addressed to:

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Giuliana Albanese
HQ NAEW&CF GK Contracting Officer

09 April 2020

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