

25/04/2025

FC(2025)00161

To: NATO Delegations
Attn. Secretaries of Delegations (as listed at annex 1) Representatives, Budget Committee

Cc: As listed at annex 1

From: Acting Financial Controller NATO-IS

Subject: **Request for Proposal (RFP) / 78135 for the provision of Travel Management Company (TMC) Services**

Ref.: A. BC-D(2015)0260-REV4, Review of Financial Rules and Procedures, dated 3 June 2024
B. BC-D(2024)0081, NATO Common Funding Procurement and Acquisition Review – Financial Rules and Procedures – increase of Established Financial Limits (EFL), dated 30 May 2024
C. FC(2017)103-REV1 "NATO IS Procurement Manual", dated 11 March 2020
D. FC(PROC)(2024)0063, Request for the application of the new Established Financial Limits (EFL) and resulting changes to the Procurement Manual, dated 5 June 2024
E. FC(2025)0107 Procurement Manual Revision, dated 5 March 2025

Purpose

1. In accordance with the provisions of Article XXXII of the NATO Financial Regulations and Financial Rules and Procedures, we are pleased to inform you that the RFP stated above will be issued by the NATO IS Procurement Service. Request for input is hereby communicated to the Delegations by the NATO IS Procurement, in order to issue a Request for Proposal (RFP) in relation to the provision of Travel Management Company (TMC) Services.
2. The purpose of this RFP is to award a single contract for the provision of travel booking and management services to include air flights, hotels, train journeys, car rental and shuttle services. TMC services will be implemented through supplemental contracts with different NATO entities.
3. An electronic version of the RFP package will be posted on the NATO IS Business Opportunities portal (<https://nato.bonfirehub.com/portal/?tab=openOpportunities>) on the 19 of May 2025.

Governing Rules and Eligibility

4. This procurement action will follow the Formal Procurement procedure specified in Reference C.
5. To be eligible to participate in the bidding process, Bidders must:
 - i. Be from any Participating Countries. In addition to being registered with the NATO IS Procurement Service, Bidders must possess relevant and recent experience in the delivery of the goods and services specified within the scope of this solicitation of offers, and more specifically, comply with the following minimum requirements:
 - ii. Having performed at least three contracts within the last three years substantially similar in scope to the requirements described in this solicitation (including the implementation of an On-line Booking Tool through a reseller agreement) and with a minimum duration of one year;
 - iii. Having sufficient capacity to manage a minimum of € 100 million volume of corporate travel transactions for international clients;
 - iv. Having the appropriate market presence in order to serve the NATO entities in their respective locations.
 - v. Be otherwise qualified and eligible to receive an award under applicable regulations.

Proposal content and closing date

6. Detailed instructions regarding the preparation, submission, and evaluation of proposals will be provided in Part I of the RFP, which will be published on Bonfire Platform under the project RFP/78135.
7. Aside from proof of the eligibility requirements stated above, Bidders must also provide the following main documentation as part of their proposals for further details about the mandatory composition of proposals:
 - a. Statements of legal and financial condition and other statements and certificates required to verify Bidder's financial and legal standing;
 - b. Data on relevant past performance and subcontracting arrangements;
 - c. Information about the proposed approach, services and capabilities;
 - d. Elaboration of any deviations to the terms and conditions of the proposed contract;
 - e. Corporate resources, list of subcontractors, certificate of origin of services
 - f. Price proposal.
8. Proposals are due on the 30th of June 2025 (Brussels time). Final selection and contract award is expected on the 15th of September 2025 (tentative).

Evaluation Criteria and Contract Award

9. Bidders will be evaluated on the documentation submitted and other information and documentation available to the Organization (e.g. verification of past performance references). Considerations include: understanding of requirements and proposed approach, proposed resources and capabilities, past performance; legal risks; and the proposed price.
10. The contract will be awarded to the responsible Bidder whose conforming proposal represents the best value after evaluation in accordance with the factors and sub-factors specified in the solicitation. The detailed proposal evaluation factors, their relative importance, and the phases of the source selection process are described in Part I of the RFP.

Point of Contact and List of Prospective Bidders

11. The Point of Contact for questions and information concerning this RFP is:
Name: Daniel Varvolgyi
Title: Procurement Officer
Email: Varvolgyi.Daniel@HQ.NATO.INT
Tel: +32-2-707-3706
NATO HQ – Procurement Service
Boulevard Leopold III, 1110 Brussels, Belgium
12. We would be grateful if you could invite any eligible national firms who might be interested in this solicitation of offers to contact the point of contact stated above in order to be included in the list of prospective Bidders or to register directly at the NATO Business Opportunities website thru the URL specified in paragraph 3 above.



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Date: 2025.04.25 14:43:16
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Christophe SMET
Acting Financial Controller NATO-IS

Annexes:

Annex 1: Distribution List

DISTRIBUTION LIST

To NATO Nations as selected by "X":

Albania	X
Belgium	X
Bulgaria	X
Canada	X
Croatia	X
Czech Republic	X
Denmark	X
Estonia	X
Finland	X
France	X
Germany	X
Greece	X
Hungary	X
Iceland	X
Italy	X
Latvia	X

Lithuania	X
Luxembourg	X
Montenegro	X
Netherlands	X
North Macedonia	X
Norway	X
Poland	X
Portugal	X
Romania	X
Slovak Republic	X
Slovenia	X
Spain	X
Sweden	X
Turkey	X
UK	X
US	X

Copy to NATO Staff as selected by "X"

Financial Controller, NATO-IS, OFC	Mr Rui Silva through IS OFC Front Office <ISOFC.FO@HQ.NATO.INT>	X
Head, Procurement Service	Ms Yara Korotina	X
Procurement Officer, NATO-IS, OFC	Mr Daniel Varvolgyi	X