



TO: BC's Distribution List for International Competitive Bidding

DATE: 14 May 2025

Subject: **Notification Of Intent (NOI)** to issue an Invitation For International Bidding (IFIB) for the Provision of office furniture to SHAPE.

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

IFIB reference number	:	ACO-SH-25-08
Title of IFIB	:	Procurement of office furniture.
Requirement	:	The requirement is for the provision of office furniture (desks, chairs, cabinets, drawers, etc.) for SHAPE HQ located in Belgium.
Type of contract	:	Indefinite Delivery, Requirements type contract
Estimated value:	:	300,000 EUR per year. Estimated total cumulative value of contract: 1,500,000 EUR
Period of performance	:	One base year (2026) + four one-year options
Bidding procedure	:	Lowest price - technically compliant bid
Funding	:	SHAPE Budget (estimated 70 % of the yearly amount) Reimbursable budgets (estimated 30 % of the yearly amount)
Issue Date	:	August 2025, planned
Closing Date	:	October 2025, planned
Eligibility	:	Firms (1) that originate and are chartered/incorporated within one of the NATO-member nations, (2) that maintain a professionally active facility (office, factory, laboratory, etc.) within one of the NATO-member nations, (3) that have performed at least three contracts within the last five years substantially similar in scope and magnitude to the requirement described in the solicitation.
Delivery location(s)	:	SHAPE (Mons, Belgium)
Partial bidding	:	It is NOT authorized.
Web site(s)	:	<a href="https://shape.nato.int/financeandacquisition/page136374522">https://shape.nato.int/financeandacquisition/page136374522</a> <a href="https://aco.procureware.com">https://aco.procureware.com</a> ; Interested firms are invited to apply for registration on the ACO Procureware portal unless they already hold status of approved vendor on the portal.

2. SHAPE will directly submit this IFIB using the ACO Procureware portal to all potential bidders and will provide a short information notice of the tender documents on the Web sites above.

3. NATO Delegations are hereby invited to nominate, **by email and before 13 June 2025**, the name, full address, Point of Contact, telephone and email address of other potential bidders established within their respective country. This and any other correspondence hereto is to be addressed to:

**SHAPE / FINAC – ACO Acquisition Management Branch**

Attn: Mr. Giuseppe COL, Contracting Officer

B - 7010 SHAPE, Belgium

Tel: +32-(0)65.44 22 40 - E-mail: [giuseppe.col@shape.nato.int](mailto:giuseppe.col@shape.nato.int)

4. In order to preserve the integrity of the acquisition process, NATO Delegations are kindly requested not to distribute the list of the potential bidders already identified, which is provided in the Annex to this NOI.

**(Originally signed)**

Carlo F. Giacomello

ACO Head of Contracts

SHAPE – FINAC, Acquisition Management Branch

Annex: List of potential bidders already identified