



NATO Airborne Early Warning and Control Force
Headquarters
Finance Division
Geilenkirchen - Germany



Our ref: 6040/A8Cont/1000851/25 **Tel:** +49-(0)2451-63-1640
Date: 20 May 2025

TO: BC's Distribution List for International Competitive Bidding
DATE: 20 May 2025
Subject: Notification of Intent (NOI) to Issue an Invitation for International Bidding (IFIB) for procurement of Travel Agent Service at HQ NAEW&CF GK.

REFERENCE: Bi-SC Procurement Directive 060-070 dated 30 June 2015

1. In accordance with the stipulations of the Directive at Reference, Annex C, 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-25-07
Title of IFIB	:	Travel Agent Service at HQ NAEW&CF GK.
Requirement	:	The Contractor will operate a facility on the HQ NEW&CF GK premises at his own risk and expense. The Contractor shall provide support service for effective planning of 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.
Estimated Value	:	Cumulative value 4.5MEURO (estimated annual value 900KEURO)
Period of performance	:	1 Year (01 January 2026 to 31 December 2026) plus four (4) one-year extension options.
Bidding procedure	:	Lowest price technically compliant bid. The requirement will be competed on the ACO electronic bidding portal, URL: https://aco.procureware.com .
Funding	:	O&S Budget. Estimated requirement cumulative value 4.5MEURO (estimated annual value 900 KEURO)
Classification	:	NATO UNCLASSIFIED
Issue Date	:	20 June 2025 (planned)
Closing Date	:	31 July 2025 (planned)
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 two contracts within the last five years substantially similar in scope to the requirement described in the solicitation"
Delivery location(s)	:	HQ NAEW&CF Geilenkirchen, Germany

Partial bidding : Partial bidding is not authorized
Web site(s) :

<https://shape.nato.int/financeandacquisition/page136374522>

<https://aco.procureware.com>

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. HQ NAEW&CF GK will directly submit this IFIB using the ACO eBid portal to all potential bidders and will provide a short information notice of the tender documents on the Web sites above. Firms that have already been identified are listed in the NOI Annex.

3. NATO Delegations are hereby invited to nominate, **by email and before 18 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:

**HQ NAEW&C Force Geilenkirchen
Acquisition and Contracting Branch
Contracting Officer Mrs. Giuliana Albanese
Post Box 440 000
52511 Geilenkirchen (Germany)
Tel. +49(0) 2451 631640
E-mail: giuliana.albanese@naew.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 which is provided in the Annex to this NOI.

(original signed)

Ms. Giuliana Albanese

HQ NAEW&CF GK Contracting Officer

**DISTRIBUTION LIST FOR NOIs NS LAN
TO NATO DELEGATIONS/IS-NOR:**

NAME	NS E-mail address
NATO IS-NOR	nor@hq.nato.int
Mailbox Albanian Delegation	albania.mailbox@HQ.NATO.INT
Mailbox Belgian Delegation	BE.DEL.Mailbox@HQ.NATO.INT
Mailbox Bulgarian Delegation	BulgarianDelegation.Mailbox@HQ.NATO.INT
Mailbox CA Joint Delegation	CA.DEL.Mailbox@HQ.NATO.INT
Mailbox Croatian Delegation	CroatianDelegation.Mailbox@HQ.NATO.INT
Mailbox Czech Delegation	CZ.Del.Mailbox@HQ.NATO.INT
Mailbox Danish Delegation	DE.DEL.Mailbox@HQ.NATO.INT
Mailbox Estonian Delegation	EstonianDelegation.Mailbox@HQ.NATO.INT
Mailbox French Del - Section Finances	FR.DELFinances.Mailbox@HQ.NATO.INT
Finnish Permanent Mission to NATO	Finnishdelegation.mailbox@hq.nato.int
Mailbox German Delegation	GE.Del.Mailbox@HQ.NATO.INT
Mailbox Greek Delegation	GR.Del@HQ.NATO.INT
Mailbox Hungarian Delegation	M.HungarianDelegation@HQ.NATO.INT
Mailbox Icelandic Delegation - Milrep	IC.Del.Mailbox@HQ.NATO.INT
Mailbox Italian Delegation	IT.DEL.Mailbox@HQ.NATO.INT
Mailbox Latvian Delegation	LatvianDelegation.Mailbox@HQ.NATO.INT
Mailbox Lithuanian Delegation	LithuanianDelegation.Mailbox@HQ.NATO.INT
Mailbox Luxembourg Delegation	Luxembourg.Mailbox@HQ.NATO.INT
Mailbox Montenegrin Delegation	montenegrinjointdelegation.mailbox@hq.nato.int
Mailbox North Macedonian Delegation	NorthMacedoniaDelegation@hq.nato.int
Mailbox Netherlands Delegation	NL.Del.Mailbox@HQ.NATO.INT
Mailbox Norwegian Delegation	NO.Del@HQ.NATO.INT
Mailbox Polish Delegation	PolishDelegation.Mailbox@HQ.NATO.INT

Mailbox Portuguese Delegation	PO.Del.Mailbox@HQ.NATO.INT
Mailbox Romanian Delegation	RomanianDelegation.Mailbox@HQ.NATO.INT
Mailbox Slovak Delegation	LO.DEL@HQ.NATO.INT
Mailbox Slovenian Delegation	SlovenianDelegation.Mailbox@HQ.NATO.INT
Mailbox Spanish Delegation	SP.Del.Mailbox@HQ.NATO.INT
Mailbox Permanent Representation of Sweden	SwedishDelegation.Mailbox@hq.nato.int
Mailbox Turkish Delegation	TU.del.Mailbox@HQ.NATO.INT
Mailbox UK Joint Delegation	UKJointDelegation.Mailbox@HQ.NATO.INT
Mailbox United States Del (Mission)	US.DelMission.Mailbox@HQ.NATO.INT

INFO COPY TO SHAPE FINAC AQM:

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