



16/05/2025

FC(2025)0206

To: NATO Delegations
Attn. Secretaries of Delegations (as listed at Annex 1)

Cc: As listed at annex 1

From: Senior Procurement Officer

Subject: Request for Proposal (RFP) 2025-78408 – VIP Air Travel Services

Ref.: A. FC(2017)103-REV1 - NATO IS Procurement Manual

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 has been issued by the NATO IS Procurement Service.
2. The purpose of this RFP is to award a contract(s) for the VIP Air Travel Services for the NATO Headquarters in Brussels, Belgium
3. An electronic version of the RFP has been posted on the NATO IS Business Opportunities portal <https://nato.bonfirehub.com/portal/?tab=openOpportunities>.

Governing Rules and Eligibility

4. This procurement action will follow the Formal Procurement procedure specified in Reference A.
5. To be eligible to participate in the bidding process, Bidders must:
 - a. Be from one of the NATO Participating Nation;
 - b. Have at least 5 years' experience in VIP air travel services, including having performed at least 3 contracts substantially similar in scope to the requirements described in this solicitation;
 - c. Have a sound financial and legal standing and sufficient capacity and resources to provide the products/services specified in the Statement of Work or Specification; and
 - d. Be otherwise qualified and eligible to receive an award under applicable NATO regulations.

Proposal content and closing date

6. Detailed instructions regarding the preparation, submission, and evaluation of proposals are provided in Part I of the RFP (Instructions for the Preparation and Submission of Offers).
7. Aside from proof of the eligibility requirements stated above, Bidders must also provide the following main documentation as part of their proposals (see Part I, Section 4, of the RFP 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, resources and capabilities;



- d. Elaboration of any deviations to the terms and conditions of the proposed contract;
- e. Price proposal ;
- f. Completed and signed all mandatory Annexes to Part I of the RFP.

8. Proposals are due on **8 June 2025**. Final selection and contract award is expected on 30 June 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: proposed resources and capabilities; understanding of requirements and proposed approach; 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, Section 6, of the RFP.

Point of Contact and List of Prospective Bidders

11. The Point of Contact for questions and information concerning this RFP is:

Kowalewska, Ola
 Email: Kowalewska.aleksandra@hq.nato.int
 Tel: +32 2 707 8479
 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.

Digitally signed by
 ALEKSANDRA
 KOWALEWSKA
 88940
 Date: 2025.05.19
 11:40:12 +02'00'

(Signed) Senior Procurement Officer, Procurement Service

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

To Partner Nations as selected by "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	Kowalewska Ola	X
Division POC	Okosi Nikolett	X