

7 August 2025

INFO MEMO
FC(2025)0348

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

Cc : As listed at Annex 1

From : NATO IS Financial Controller

Subject : Request for Proposal (RFP) 2025 / 80775 for the provision of software license and support, implementation and configuration of project portfolio management (PPM) tool

Reference : 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 software license and support, implementation and configuration of project portfolio management (PPM) tool.
2. The purpose of this Request for Proposal (RFP) is to award a single contract for the provision of software licenses and support, implementation and configuration of a Project

Portfolio Management tool at the Headquarters of the North Atlantic Treaty Organisation (NATO HQ) to provide the governance, organisation, structure, and management, including roles and responsibilities to process and support any business requests for projects and major activities that require Information Communication Technology (ICT) support or enablers.

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 **7th of August 2025**.

Governing Rules and Eligibility

4. This procurement action will follow the Formal Procurement procedure specified in References C, E.

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 outlined in Statement of Work (RFP Part III):
- ii. Having performed at least one (1) contract substantially similar in scope to the requirements described in this solicitation that have been performed by the Bidder and/or its subcontractors;
- iii. 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 2025/80775.

7. Aside from proof of the eligibility requirements stated above, Bidders must also provide the following key 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, list of key personnel
- f. Price proposal
- g. Requirements Matrix.

8. Proposals are due on the **17th of October 2025** (Brussels time). Final selection and contract award is expected on the **19th of December 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: Ola Kowalewska

Title: Senior Procurement Officer

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.

(Signed) Rui Miguel Mendes da Silva