

08 September 2025

FC(PROC)(2025)0094

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

Cc: As listed at annex 1

From: Procurement Officer

Subject: Request For Proposals (RFP) 2025-77357 – Contract for the supply, assembly and maintenance of photovoltaic installations and charging stations at the NATO Headquarters in Brussels

Ref.: A. BC-D (2017)0114 - 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 referenced above has been issued by the NATO IS Procurement Service.
2. The purpose of this RFP is to award a contract to the selected Bidder for the supply, assembly and maintenance of photovoltaic installations and charging stations at the NATO Headquarters in Brussels that meet the needs of NATO as specified in the solicitation of offers.
3. An electronic version of the RFP has been posted on the NATO IS Business Opportunities web-site : <https://nato.bonfirehub.com/portal/?tab=openOpportunities>.

Governing Rules and Eligibility

4. This procurement action will follow the International Competitive Bidding procedure specified in Reference A.
5. To be eligible to participate in the bidding process, Bidders must:
 - a. be from one of the NATO Member Nations;
 - b. have performed at least three contracts within the last five years substantially similar in scope to the requirements described in this solicitation;
 - c. have sufficient capacity and resources to provide the services specified in the technical specifications;
 - d. be qualified and eligible to receive an award under applicable regulations.

Bid Procedure 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 Submission of proposals).
7. A mandatory site visit will be organized at the following dates :
 - 18 September 2025, at 13h30 (Brussels time)
 - 19 September 2025, at 13h30 (Brussels time)
8. Proposals are due by 14 November 2025, at 23h30 (Brussels time).

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; 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 and the phases of the source selection process are described in Part I, Section 8, of the RFP.

Point of Contact and List of Prospective Bidders

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

Mr. Benoit BIENFAIT
Category Management Officer
Email: bienfait.benoit@hq.nato.int
Tel: +32-2-707-2298
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, to register on the NATO Business Opportunities platform in order to participate to this Request For Proposals.

(Signed) Benoit Bienfait
Category Management Officer

Annexes:

Annex 1: Distribution List

DISTRIBUTION LIST

To NATO Nations as selected by "X":

Albania	X
Belgium	X
Bulgaria	X
Canada	X
Croatia	X
Czechia	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
The Netherlands	X
North Macedonia	X
Norway	X
Poland	X
Portugal	X
Romania	X
Slovakia	X
Slovenia	X
Spain	X
Sweden	X
Türkiye	X
UK	X
US	X

To Partner Nations as selected by "X":

Copy to NATO Staff as selected by "X"

Office of Financial Control (OFC)	Silva, Rui – Financial Controller	X
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Office of Financial Control (OFC)	Bienfait, Benoît – Category Management Officer	X
Office of Workplace Management and Business Continuity (WMBC)	Heredia-Borreguero, Gonzalo – Head Building Systems	X
Office of Workplace Management and Business Continuity (WMBC)	Col, Fabien – Head MEP Installations	X
Office of Workplace Management and Business Continuity (WMBC)	Consigny, Pierre – Architect Project Manager	X