

16/10/2025

FC(2025)0492

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

Cc: As listed at Annex 1

From: Head, Procurement

Subject: **Request for Proposal (RFP) 2025-79586 – Provision of Logistic Services to NATO Headquarters**

Ref.: A. FC(2017)103-REV1 - NATO IS Procurement Manual (as amended)
B. PO(2025)0198 - Procurement Policy for NATO Common Funding
PO(2025)0198;-AS1 - Procedure for NATO Competitive Procurement

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 Provision of Logistic Services to NATO Headquarters.
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 References A and B.
5. To be eligible to participate in the bidding process, Bidders must:
 - a. Be legally registered and established in a NATO Member Nation;
 - b. Comply with NATO Security Regulations and be capable of ensuring that all personnel requiring access to NATO premises or information obtain the necessary NATO or national security clearances prior to contract execution;
 - c. Have demonstrable experience in providing integrated logistics, warehousing, and/or facility management services of similar complexity and scale;
 - d. Demonstrate the capacity and capability (personnel, equipment, systems, and infrastructure) to deliver the services specified in the Statement of Work, including data integration, asset tracking, and performance monitoring;
 - e. Possess sound financial and legal standing, with the financial capacity to undertake and sustain a multi-year contract;
 - f. Be compliant with applicable national and international labour, health & safety, and environmental regulations, and adhere to NATO's sustainability and ethical conduct standards;
 - g. Have no record of suspension, debarment, or exclusion from NATO, any NATO Member Nation, or other international organizations; and
 - h. Be otherwise qualified and eligible to receive an award under NATO procurement regulations and procedures.

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 and capabilities;
 - d. Elaboration of any deviations to the terms and conditions of the proposed contract;
 - e. Price proposal
8. Proposals are due on 07/11/2025 (Brussels time). Final selection and contract award is expected on 12/12/2025 (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, 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:
 Beshara Fiona
 Email: Beshara.Fiona@hq.nato.int
 Tel: +32-2-707-2424
 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.

YAROSLAVA
 KOROTINA
 93113

Digitally signed by
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 Date: 2025.10.17
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(Signed) Yara Korotina

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, NATO-IS, OFC	Ms Yara Korotina	X
Procurement Officer, NATO-IS, OFC	Ms Fiona Beshara	X
Division POC	Mr Filip T'Kindt	X