



07/11/2025

FC(2025)0509

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) 2025-81205 – Staff Centre Services**

Ref.: A. FC(2017)103-REV1 - NATO IS Procurement Manual (as amended)  
B. PO(2025)0198 - Procurement Policy for NATO Common Funding  
C. 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 will be issued by the NATO IS Procurement Service shortly.
2. The purpose of this RFP is to award a multi-year contract for Provision of Staff Centre Services for NATO HQ occupants, including: sport facility management, sport services, wellbeing services, children's services, community & sport event management and team-building services.
3. An electronic version of the RFP will be 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-C.
5. To be eligible to participate in the bidding process, Bidders must:
  - a. Be from one of the NATO Participating Nation
  - b. 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
  - c. Be otherwise qualified and eligible to receive an award under applicable NATO regulations.

### **Proposal content and closing date**

9. 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).



10. 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.

11. Proposals will be due on 16 January 2026 (Brussels time). Final selection and contract award is expected by April 2026 (tentative).

### **Evaluation Criteria and Contract Award**

12. 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.

13. 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**

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

Le Galloudec, Marguerite  
 Email: [LeGalloudec.Marguerite@hq.nato.int](mailto:LeGalloudec.Marguerite@hq.nato.int)  
 Tel: +32-2-707-4618  
 NATO HQ – Procurement Service  
 Boulevard Leopold III, 1110 Brussels, Belgium

15. 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

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 YAROSLAVA KOROTINA  
 93113  
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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	Ms Yara Korotina	X
Procurement Officer, NATO-IS, OFC	Ms Marguerite Le Galloudec	X
Division POC	Mr Xavier Van Dycke	X