



Our ref: 6040/A8Cont/1003192/25 **Tel:** +49-(0)2451-63-1641
Date: 04 December 2025

TO: BC's Distribution List for NATO Competitive Procurement
DATE: 04 December 2025
Subject: Notification of Intent (NOI) to Issue an Invitation for Invitation for Bid (IFB) for provision of Travel Agent Services at HQ NAEW&CF GK.

REFERENCE: Bi-SC Procurement Directive 060-070 dated 30 June 2015

1. In accordance with the stipulations of the Directive at Reference, Annex C, the following information is provided on an Invitation for Bids (IFB) that this Headquarters has the intention to release.

IFB reference number	:	ACO-E3A-25-12
Title of IFB	:	Travel Agent Services at HQ NAEW&CF GK.
Requirement	:	<p>The Contractor shall provide support service for planning of travel itineraries of HQ NAEW&CF GK military and civilian personnel.</p> <p>The Contractor will be responsible to ensure the most cost-effective mode of travel for all mission/journey, publish listing of standard cost and normal mode of travel for frequent destinations, procure and issue travel tickets (Air, Rail, Ferry) and rental cars vouchers, coordinate individual/group travel including preparation of all documents and supporting paperwork, which are mandatory for the scheduled travel.</p> <p>The Contractor shall perform the activities requested by the HQ NAEW&C Force GK and will support NAEW&C Force GK in achieving efficiency, effectiveness, and savings in the travel processes and operations.</p> <p>The Contractor will perform the services at HQ NAEW&CF GK premises located at Lilienthalallee 100, 52511 Geilenkirchen, Germany, during working hours and will provide remote customer service support, outside of working hours.</p> <p>The Contractor shall comply with all applicable agreements, laws and regulations pertaining to personal-data-protection.</p>
Type of contract	:	Firm-fixed-price Basic Ordering Agreement.
Period of performance	:	<p>01 July 2026 to 31 December 2026 followed by four (4) one-year extension options.</p> <p>Total contract period: 01 July 2026-31 December 2030</p>

Bidding procedure	:	Lowest price technically compliant bid. The requirement will be competed on the ACO electronic bidding portal, URL: https://aco.procureware.com . Eligible firms who are interested to participate in this Competition, are invited to apply for registration on the ACO eBid portal unless they already hold the status of approved vendor
Funding	:	O&S Budget. Estimated annual amount 900 KEURO Estimated requirement total cumulative value 4.05 MEURO
Classification	:	NATO UNCLASSIFIED
Issue Date	:	02 February 2026 (planned)
Closing Date	:	20 March 2026 (planned)
Eligibility	:	Eligibility in accordance with NATO procurement policy
Delivery location(s)	:	HQ NAEW&CF Geilenkirchen, Germany
Partial bidding	:	Partial bidding is not authorized
Web site(s)	:	https://shape.nato.int/financeandacquisition/page136374522 https://aco.procureware.com

2. HQ NAEW&CF GK will directly submit this ICB using the ACO eBid portal to all potential bidders and will provide a short information notice of the tender documents on the Web sites above. Firms that have already been identified are listed in the NOI Annex.

3. NATO Delegations are hereby invited to nominate, **by email and before** 19 January 2026 the name, full address, Point of Contact, telephone and email address of other potential bidders established within their respective country. This and any other correspondence hereto is to be addressed to:

HQ NAEW&C Force Geilenkirchen
Acquisition and Contracting Branch
Attn: Ms. Aurelia Diaconescu - Contracting Officer
Post Box 440 000
52511 Geilenkirchen (Germany)
Tel. +49(0) 2451 631641
E-mail: aureliamarieta.diaconescu@naew.nato.int

4. In order to preserve the integrity of the acquisition process, NATO Delegations are kindly requested not to distribute the list of the potential bidders which is provided in the Annex to this NOI.

(original signed)

Ms. Aurelia Diaconescu - Contracting Officer
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