



14/01/2026

FC(2026)0009

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

Cc: As listed at annex 1

From: Financial Controller NATO-IS

Subject: Invitation for Bids 2026/84822 for the lease, installation and maintenance of digital production printing equipment for the NATO Headquarters in Brussels, Belgium

Ref.:

- 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 IFB 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 an Invitation for Bids (IFB) in relation to the lease, installation and maintenance of digital production printing equipment for the NATO Headquarters in Brussels, Belgium.
2. The purpose of this Invitation for Bids (IFB) is to award a single contract for the lease, installation and maintenance of digital production printing equipment at the Headquarters of the North Atlantic Treaty Organisation (NATO HQ).
3. An electronic version of the IFB package will be posted on the NATO IS Business Opportunities portal (<https://nato.bonfirehub.com/portal/?tab=openOpportunities>) on the **14<sup>th</sup> of January 2026**.



## 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 minimum requirements outlined in Statement of Work (IFB Part II);
  - 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 IFB, which will be published on Bonfire Platform under the project IFB 2026/84822.
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.
8. Proposals are due on the **9<sup>th</sup> of February 2026** (Brussels time). Final selection and contract award is expected by **the beginning of March 2026** (tentative).

## Evaluation Criteria and Contract Award

9. Bidders will be evaluated on the documentation submitted and other information and documentation available to the Organization. Considerations include: eligibility and responsibility; compliance with the mandatory requirements; and proposed total price.
10. The contract will be awarded to the responsible Bidder whose conforming proposal represents the lowest compliant bid 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 of the IFB.

## **Point of Contact and List of Prospective Bidders**

11. The Point of Contact for questions and information concerning this IFB is:  
**Name: Daniel Varvolgyi**  
**Title: Procurement Officer**  
**Email: Varvolgyi.Daniel@HQ.NATO.INT**  
**Tel: +32-2-707-3706**  
**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) Financial Controller NATO-IS

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

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 Yaroslava Korotina	X
Procurement Officer, NATO-IS, OFC	Mr Daniel Varvolgyi	X
Team Leader, Printing Unit, NATO-IS	Mr Philippe Meurisse	X