



05/03/2026

FC(2026)0021

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: **Invitation for Bids IFB - 2026/86801 Civil Works for the New Ways of Working (NWOW) Project at NATO HQ**

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 IFB stated above will be issued by the NATO IS Procurement Service in the next few weeks.
2. The purpose of this IFB is to award a contract(s) for **Civil Works for the New Ways of Working Project (NWOW) at NATO HQ**.
3. An electronic version of the IFB 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 at least five (5) years' experience in the Provision of Civil Works and more specifically in Infrastructure Construction and/or Rehabilitation of Existing Infrastructure;
  - c. 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
  - d. 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 will be provided in Part I of the IFB (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 IFB 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 as indicated in the IFB. Final selection and contract award is expected in early Q3 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 lowest technically compliant 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 IFB.

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

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

Sofia Theodoridou  
 Email: [theodoridou.sofia@hq.nato.int](mailto:theodoridou.sofia@hq.nato.int)  
 Tel: +32-2-707-3966  
 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.

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(Signed) Yara Korotina

Annexes:

Annex 1: Distribution List