



15/07/2026

FC(2026)0344

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) 89951** – Provision of Information Resources, Journals, Magazines and Subscriptions Services for the NATO IS (multiple lots)

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.
2. The purpose of this IFB is to award multiple contracts for the Provision of Information Resources, Journals, Magazines and Subscriptions Services for the NATO IS.
3. An electronic version of the IFB will be posted on the NATO IS Business Opportunities portal <https://nato.bonfirehub.com/portal/?tab=openOpportunities> at the end of July 2026.

### 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 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 are due 7 September 2026 (Brussels time). Final selection and contract award is expected in early **December 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 method 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 6, of the IFB.

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

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

Mailen, Jeanne-Marie  
 Email: [mailen.jeanne-marie@hq.nato.int](mailto:mailen.jeanne-marie@hq.nato.int)  
 Tel: +32-2-707-4723  
 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

Digitally signed by  
 YAROSLAVA  
 KOROTINA 93113  
 Date: 2026.07.15  
 15:53:24 +02'00

(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 |

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|-----------------|---|
| 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":

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Copy to NATO Staff as selected by "X"

|                                    |                                                                    |   |
|------------------------------------|--------------------------------------------------------------------|---|
| Financial Controller, NATO-IS, OFC | Mr Rui Silva through IS OFC Front Office<br><ISOFC.FO@HQ.NATO.INT> | X |
| Head, Procurement Service          | Ms Yara Korotina                                                   | X |
| Procurement Officer, NATO-IS, OFC  | Mrs Jeanne-Marie Mailen                                            | X |
| Division POC (ICTM)                | Mr Nicholas Roche                                                  | X |
| Division POC (JISD)                | Mr Bogdan Prisecaru                                                | X |
| Division POC (OSC)                 | Ms Alina Coca                                                      | X |