



TO: BC's Distribution List for International Competitive Bidding  
DATE: 07 February 2024  
Subject: **Notification Of Intent (NOI)** to issue an Invitation For International Bidding (IFIB) for the Lease of reprographic and finishing equipment for SHAPE.

1. In accordance with the stipulations of the Bi-SC procurement directive 60-70, Annex B, the following information is provided on an Invitation For International Bidding (IFIB) that this Headquarters has the intention to release

IFIB reference number : ACO-SH-24-08  
Title of IFIB : Lease of reprographic and finishing equipment for SHAPE HQs  
Requirement : The intended contract is for the provision, installation, connection, testing, lease and omnium maintenance (to include supply of consumables) of reprographic / finishing equipment for the SHAPE Reprographic Section located at SHAPE.  
Type of contract : Firm-fixed price.  
Estimated Value : Between 650,000 € and 800,000 € over a duration of 5 years.  
Period of performance : 5 years (2025 – 2029)  
Bidding procedure : Lowest price technically compliant bid  
Funding : SHAPE military budget  
Classification : NATO UNCLASSIFIED  
Issue Date : May 24, planned  
Closing Date : July 2024, planned  
Eligibility : This IFIB is open to proposals from firms that (1) originate and are chartered/incorporated within NATO-member nations; (2) maintain a professionally active facility (e.g. office, factory, laboratory) within NATO-member nations; (3) are legally authorized, at the time of the bidding and afterwards in the event of contract award, to operate the services described in this solicitation in the country where the services described in this solicitation shall be provided (i.e. Belgium); (4) have performed at least three contracts within the last five years substantially similar in scope and magnitude to the requirements described in this solicitation.  
Delivery location(s) : SHAPE (Mons, Belgium)  
Partial Bidding : Is not authorised  
Web site(s) : <https://shape.nato.int/financeandacquisition/page136374522>  
<https://aco.procureware.com>; Interested firms are invited to apply for registration on the ACO procureware portal unless they already hold status of approved/registered vendor on the portal.

2. SHAPE will directly submit this IFIB 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 8 March 2024**, 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:

**SHAPE / FINAC – ACO Acquisition Management Branch**

Attn: Mr. Giuseppe COL, Contracting Officer

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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.

Carlo GIACOMELLO  
Acting ACO Head of Contracts  
SHAPE – FINAC, Acquisition Management Branch

Annex: List of potential bidders