



04 May 2021

IMSTAM(FC)-0020-2021

PERMANENT REPRESENTATIVES TO NATO

**NOTICE OF INTENTION TO ISSUE AN INVITATION FOR INTERNATIONAL  
COMPETITIVE BIDDING (ICB)**

1. In support of the activities of the NATO HQ - IMS P&I Morale and Welfare, the Financial Controller, IMS intends to invite bids for the provision of Duty Free Items to the military and civilian personnel according to their privileges and immunities status, eligible to purchase items exempted of taxes and excise duties.
2. Title of the ICB: Provision of Duty Free Items for Morale and Welfare Activities
3. Requirements: Provision of the Duty Free Items exempted of VAT and excise tax to the authorised personnel under the supervision of the entity's office in charge.
4. Type of contract: Fixed price contract, with yearly price adjustment
5. Period of performance: 1<sup>st</sup> January 2022 – 31 December 2022 with possibility of 4 optional years. Options years are subject to annual extension if not terminated by the parties within 90 days from the year's end.
6. Bidding Procedure: Sealed Bidding, Two-Envelope method
7. Classification : NATO UNCLASSIFIED
8. Issue Date: 09 June 2021
9. Bid closing date: August 2021, planned
10. Eligibility: Companies from all 30 NATO member nations contributing to the financing of the budgets/requirements which have performed similar contracts in scope to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, have appropriate professional experience in related field(s).



NATO UNCLASSIFIED  
COMMERCIAL

11. Delivery location: **NATO HQ**  
**Boulevard Leopold III**  
**1110 Brussels, Belgium**

12. Partial bidding: Not Authorised

13. If your nation knows of contractors qualified for this work, please inform the undersigned of the company name, address, telephone number, and email address of the company's point of contact. Nominations should be provided by **08 June 2021**. The requested information should be addressed to:

NATO HQ - International Military Staff  
Attn: Mr. Scoglione Ernesto  
Purchasing & Contracting Officer  
Boulevard Leopold III  
1110 Brussels, Belgium  
Tel : +32 (0)2 707.5341  
E-mail : [scoglione.ernesto@hq.nato.int](mailto:scoglione.ernesto@hq.nato.int)

14. The International Call for Bids will be sent to all nominated contractors not later than **09 June 2021**.



Mr. E. SCOGLIONERO  
ITACV  
Purchasing & Contracting Officer  
International Military Staff

Copy to: EXCO, IMS-FC, IMS-RECORDS

Action Officer: Mr. E. Scoglione, Purchasing & Contracting Officer, IMS (5341)