

03 November 2022

FC(PROC)(2022)0103

To: NATO Delegations  
Attn. Secretaries of Delegations (as listed at annex 1)

Cc: As listed at annex 1

From: Procurement Officer

Subject: Request For Proposal (RFP) 2022-56208 NATO Executive Development Programme

Ref.: A. BC-D(2017)0114 - NATO IS Procurement Manual

### **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 RFP stated above has been issued by the NATO IS Procurement Service.
2. An electronic version of the RFP has been posted on the NATO IS Business Opportunities web-site [www.nato.int/structur/procurement](http://www.nato.int/structur/procurement).

### **Governing Rules and Eligibility**

3. This procurement action will follow the International Competitive Bidding procedure specified in Reference A.
4. To be eligible to participate in the bidding process, Bidders must:
  - a. Be from one of the NATO Member Nations;
  - b. Having performed at least one contract within the last five years substantially similar in scope to the requirements described in this solicitation;
  - c. Having a sound financial and legal standing and sufficient capacity and resources to provide the services specified in the Statement of Work;

**Bid Procedure and closing date**

5. Detailed instructions regarding the preparation, submission, and evaluation of proposals are provided in Part I of the RFP (Instructions for the Preparation and Submission of proposals).
6. Proposals are due on 02 December 2022 at 15h00 (Brussels time).

**Evaluation Criteria and Contract Award.**

7. Bidders that comply with the minimum requirements stated under paragraph 5 above will be evaluated based on both cost and non-cost related factors of their bid.
8. The contract will be awarded to the responsible Bidder whose conforming proposal represents the best offer 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 8.1, of the RFP.

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

9. The Point of Contact for questions and information concerning this RFP is:

Mr. William Vandoninck  
Email: [Vandoninck.William@hq.nato.int](mailto:Vandoninck.William@hq.nato.int)  
Tel: +32-2-707-3795  
Fax: +32-2-707-4927  
NATO HQ – Procurement Service CB 2600  
Boulevard Leopold III, 1110 Brussels, Belgium

10. We would be grateful if you could invite any eligible national firms, who might be interested in this solicitation, to register on the NATO Business Opportunities website in order to participate in this request for proposals.

(Signed) William Vandoninck  
Procurement

Annexes:

Annex 1: Distribution List