



TO: BC's Distribution List for International Competitive Bidding

DATE: 23 March 2023

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-23-05
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 (Belgium).
Type of contract	:	Firm-fixed price.
Period of performance	:	3 years (2024, 2025, 2026) + 2 one-year options (2027 and 2028)
Bidding procedure	:	Lowest price technically compliant bid
Funding	:	Military Budget: estimated yearly amount: EUR 120,000 Estimated total cumulative value of contract: EUR 600,000
Issue Date	:	May 23, planned
Bid Closing Date	:	July 2023, planned
Classification of IFIB	:	NATO UNCLASSIFIED
Eligibility	:	Firms (1) that originate and are chartered/incorporated within one of the 30 NATO-member nations (2) that maintain a professionally active facility (office, factory, laboratory, etc.) within one of the 30 NATO-member nations, (3) that have performed contracts within the last 5 years substantially similar in scope and magnitude to the requirement described in the solicitation.
Partial Bidding	:	Is not authorised
Website	:	<a href="https://aco.procureware.com/home">https://aco.procureware.com/home</a>

2. SHAPE will e-mail this IFIB to all potential bidders via the above-mentioned website, where all the tender documents will be posted. Firms that have already been identified are listed in the annex. Firms that have already been identified are listed in the annex. You are hereby invited to nominate, **before 28 April 2023**, the name, full address, point of contact, telephone and facsimile number, of other potential bidders established within your country meeting the above requirement. Nominations and any other correspondence hereto are to be addressed **by email** to:

**SHAPE / FINAC – ACO Acquisition Management Branch**  
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*(Original signed)*

Danny HOVAERE  
 ACO Head of Contracts  
 SHAPE – FINAC, Acquisition Management Branch

Annex: List of potential bidders