



**SUPREME HEADQUARTERS ALLIED POWERS
EUROPE**

**GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES
EN EUROPE**

B-7010 SHAPE, BELGIUM



EOI ACO-SH-11-10 - ACO Purchase Card Programme

SHAPE has implemented the ACO Purchase Card Programme that, according to the ACO Directive 60-71, allows duly authorized NATO personnel to make official purchases (commodities and services) for a value up to 10% of the NATO Established Financial Limit (EFL) Level A. Effective 8 February 2018 the single spending limit for procurement of commodities and services via the ACO Purchase Card Programme is up to EUR 3,000.00 per transaction.

The use of the ACO Purchase Card as simplified contractual instrument is beneficial for both NATO and the Vendors/Suppliers. Some of the vendors' benefits are:

- Vendor paid by bank in "a few days", rather than waiting 30 to 60 days for their invoice to be processed once the commodity/service is delivered/provided;
- Less administrative burden;
- Overall, a more simplified process.

Most common commodities/services procured through the ACO Purchase Card Programme are:

- electrical, mechanical, plumbing spare parts;
- musical instruments and accessories;
- vehicle spare parts and accessories;
- photo/printing services;
- purchase and/or repair of small appliances;
- audio/video/IT equipment;
- ADP supplies;
- furniture;
- road signs;
- A/C units spare parts/maintenance;
- office supplies;
- chemical and/or cleaning products;
- subscriptions;
- tools, hardware, paint, accessories;
- mess/kitchen equipment, decorations;
- safety items/clothing.

However, the ACO Purchase Card is not allowed for certain categories of purchases such as (below list is not all comprehensive but it includes most common categories):

- Airlines/Airports;
- Restaurants/Bars;
- Hotels/Motels;
- Travel Agencies;
- Day Care;

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- Travel Related Purchases;
- Weapons/Ammunitions;
- Drugs/controlled substances.

To provide commodities and/or services through the ACO Purchase Card Programme, Vendors/Supplier must be ready to:

- 1) accept orders by phone and/or fax and/or email and/or website and/or direct sell at their shop/facility;
- 2) accept the use of the NATO Official ACO Purchase Cards (currently issued by MASTERCARD);
- 3) provide commodities/services granting Taxes and VAT exemption in accordance with Article VIII of Paris Protocol, 28 August 1952. **NOTE:** A VAT exemption certificate/declaration will be provided to the Vendor/Supplier – if required - when the ACO Purchase Card is used by NATO duly authorized personnel for authorized purchases of commodities/services.

The ACO Purchase Card empowerment yields a responsibility to act ethically and within the constraints of laws and regulations (in particular AD 60-71, Bi-SC 60-70, AD 60-74 and AD 40-7 directives).

If you want to be included in the list of potential vendors/suppliers for the ACO Purchase Card Programme please provide the following information:

- Company name, full address, contact details (phone, fax, email, website)
- Company Activities (supplies/services provided)
- Your Area of Interest (i.e. Belgium/Mons area only, Europe, Worldwide, etc.)

Information shall be sent via email to: J8ACOPURCHASECARD@shape.nato.int