



Ref: SH-MWB-25-01

Tel: 0032-(0)65-44-2240

Date: 20 January 2025

OBJET: RFP (Request For Proposal) SH-MWB-25-01 – Provision of commercial space on the SHAPE premises.

To whom it may concern:

The purpose of this Request For Proposal (RFP) is to inform the commercial sector of the SHAPE's intent to establish an agreement for the provision of commercial space to a company wishing to develop its business on the SHAPE premises. A description of the terms and conditions can be found in Annex 1 hereto.

Interested applicants are invited to submit their proposals by Thursday, **February 20, 2025** at the latest. Proposals are to be sent to the Purchasing and Contracting Office by e-mail (see details below).

For further information, please contact the following persons:

Giuseppe COL, Contracting Officer

Phone: +32 - (0)65 - 44.22 40

Email address: giuseppe.col@shape.nato.int

Or

Pascale DEFOSSEZ, Contract Administrator

Phone: +32 - (0)65 - 44.23 14

Email address: pascale.defossez@shape.nato.int

(originally signed)

Giuseppe COL

Head, Contract Management Section



4.2. The two-story site, situated in the same building (see left-hand side of plan above) is adjacent to the sports equipment rental store (Outdoor Recreation). Different layouts can be considered (separation, access, etc.).



Interested candidates have **the opportunity to visit the building before the bid closing date** (Thursday, February 20, 2025).

Requests should be sent by email to Pascale DEFOSSEZ (pascale.defossez@shape.nato.int) with a copy to Giuseppe. COL (giuseppe.col@shape.nato.int)

4.3. Interested candidates are expected to make investments to refurbish the allocated space.

4.4. The successful applicant will reimburse SHAPE for all charges related to the occupancy of the space (water, electricity and heating, etc.) and costs related to waste removal.

5. NON-EXCLUSIVITY

SHAPE will not reserve any exclusivity rights to the type of services provided to the selected applicant.

6. APPLICABLE LEGISLATION

The selected candidate will be responsible for complying with the applicable Belgian and EU legislation, particularly with regard to the worker protection, hygiene, taxation, employment, social security, licenses and consumer protection.

7. TAXES

The selected candidate undertakes to assume and pay all duties and taxes normally required or imposed in Belgium or by its administrative services for the operation, services, transactions and goods related to the business operation. The selected applicant's business will not be granted tax-free status.

8. ROYALTY FEES

The selected candidate will pay an annual royalty fee to the SHAPE Community Support Fund (SCSF). The amount of the royalty fee that interested candidates are willing to pay to SHAPE is to be included in their offer.

9. CONTRAT DURATION

The initial contract term will be subject to negotiation prior to award.