



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES  
EN EUROPE

Mons - Belgium



TO: BC's Distribution List for International Competitive Bidding

DATE: 21 March 2025

Subject: Notification of Intent (NOI) to Issue an Invitation For International Proposal (IFIP) for the provision of translation and interpretation services in English / Ukrainian, in support of NATO Security Assistance and Training for Ukraine (NSATU), in Wiesbaden, Germany.

REFERENCE: Bi-SC Procurement Directive 060-070 dated 30 June 2015.

1. In accordance with the stipulations of the Directive at Reference, Annex C, the following information is provided on an Invitation for International Proposal (IFIP) that this Headquarters has the intention to release.

IFIP reference number	:	ACO-SH-25-11
Title of IFIP	:	Provision of translation and interpretation services in English / Ukrainian, in support of NSATU HQ.
Requirement	:	<p>The requirement is for the provision of linguistic support services, in English and Ukrainian, to the NATO Security and Assistance Training for Ukraine (NSATU) activity, principally based Wiesbaden (Germany); with work occasionally required to be performed in other locations. Working hours may include various shifts, and working on weekends. The requirement might also include travelling to other NATO countries, in support of events.</p> <p>The prospective contractor is to be aware that it will be required to provide its services within NATO restricted areas. To that extent, contractor's company should possess a NATO facility clearance, and contractor's personnel shall possess a suitable security clearance up to NATO SECRET.</p>
Type of contract	:	Fixed price with annual economic price adjustment.
Estimated Value	:	Estimated between 2,000,000 EUR and 3,500,000 EUR per year. Estimative total cumulative value of contract: between 10,000,000 EUR and 17,000,000 EUR.
Period of performance	:	Total duration of 5 years with a base period of 1 year and 4 one-year optional periods. Expected start of services: last quarter of 2025.
Bidding procedure	:	Best value.
Funding	:	SHAPE Military Budget
Classification	:	NATO UNCLASSIFIED
Issue Date	:	End of April 2025, planned.
Closing Date	:	July 2025, planned.
Eligibility	:	This IFIP is open to bids from firms that (1) originate and are chartered/incorporated within NATO-member nations, (2) maintain a professionally active facility (e.g. office, factory, laboratory) within NATO-member nations (3) are legally authorized, at the time of the bidding and afterwards in the event of contract award, to operate the services described in this solicitation in the country where the services described in this solicitation shall be provided (i.e. Germany); (4) that possess a valid NATO security clearance up to NATO Secret level from the beginning of the execution of the services; (5) have performed at least three contracts within the last five years substantially similar in scope and magnitude to the requirements described in this solicitation.
Delivery location(s)	:	NSATU HQ (Wiesbaden, Germany).
Partial bidding	:	Is authorized.

NATO UNCLASSIFIED

Web site(s) : <https://shape.nato.int/financeandacquisition/page136374522>  
<https://aco.procureware.com>; Interested firms are invited to apply for registration on the ACO Procureware portal unless they already hold status of approved vendor on the portal.

2. SHAPE will directly submit this IFIP using the ACO Procureware portal to all potential bidders and will provide a short information notice of the tender documents on the Web sites above. Firms that have already been identified are listed in the NOI Annex.

3. NATO Delegations are hereby invited to nominate, **by email and before 25 April 2025**, the name, full address, Point of Contact, telephone and email address of other potential bidders established within their respective country. This and any other correspondence hereto is to be addressed to:

**SHAPE / FINAC – Contract Management Section**

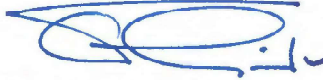
Attn: OF-3 J. COURTHIADE – Contracting Officer

Boite/PO Box 18/A

Tel: +32 (0)65 44 20 33

E-mail: [joaneta.courthiade@shape.nato.int](mailto:joaneta.courthiade@shape.nato.int) & [luis.fernandezlopez@shape.nato.int](mailto:luis.fernandezlopez@shape.nato.int)

4. In order to preserve the integrity of the acquisition process, NATO Delegations are kindly requested not to distribute the list of the potential bidders which is provided in the Annex to this NOI.



Carlo Giacomello  
Acting ACO Head of Contracts  
SHAPE – FINAC, Acquisition Management Branch