



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: 17 April 2025

Subject: Notification of Intent (NOI) to Issue an Invitation For International Proposal (IFIP) for the provision of custodial and window cleaning services to SHAPE Compound facilities (Mons, Belgium).

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-25-04
Title of IFIP	:	Provision of custodial and window cleaning services to SHAPE compound facilities.
Requirement	:	The requirement is for the provision of custodial and window cleaning services to SHAPE compound facilities, including the SHAPE Command Centre (SCC), the Allied Special Operations Forces Command (SOFCOM) and the SHAPE International School (SIS). 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 personnel shall possess a suitable security clearance up to NATO SECRET and some of them up to COSMIC TOP SECRET.
Type of contract	:	Fixed price with annual economic price adjustment.
Estimated Value	:	Between 3,000,000 EUR and 5,000,000 EUR per year. Estimative total cumulative value of contract: between 15,000,000 EUR and 25,000,000 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: 1 st January 2026.
Bidding procedure	:	Best value.
Funding	:	SHAPE Military Budget (estimated 70 % of the yearly amount). Reimbursable budgets (estimated 30 % of the yearly amount).
Classification	:	NATO UNCLASSIFIED
Issue Date	:	June planned.
Closing Date	:	End of August 2025, planned.
Eligibility	:	This IFIP is open to proposals 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. Belgium); (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)	:	SHAPE (Mons, Belgium).
Partial bidding	:	Is not authorized.
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 Procurement 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 23 May 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: Ms Elodie DUVAL – Contracting Officer

Boite/PO Box 18/A

Tel: +32 (0)65 44 48 16

E-mail: elodie.duval@shape.nato.int & giuseppe.col@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.

Original signed

Danny HOVAERE

ACO Head of Contracts

SHAPE – FINAC, Acquisition Management Branch