

14.03.2019

FC(PROC)(2019)0058

To: NATO Delegations
Attn. Secretaries of Delegations (as listed at annex 1)

Cc: As listed at annex 1

From: Head of Procurement

Subject: Request For Proposal (RFP) 2019-32237 – Travel Management Company (TMC) Services

Ref.: A: BC-D(2017)0114 - NATO IS Procurement Manual

Purpose

1. In accordance with the provisions of Article XXXII of the NATO Financial Regulations and Financial Rules and Procedures, we are pleased to inform you that the RFP stated above has been issued by the NATO IS Procurement Service.
2. The purpose of this RFP is to award a framework contract for the provision of Travel Management Company (TMC) Services to NATO. TMC services will be implemented through supplemental contracts and task orders issued under the terms of the framework contract.
3. An electronic version of the RFP has been posted on the NATO IS Business Opportunities web-site www.nato.int/structur/procurement.

Governing Rules and Eligibility

4. This procurement action will follow the International Competitive Bidding procedure specified in Reference A.
5. To be eligible to participate in the bidding process, Bidders must:
 - a. Be from one of the 29 NATO Member Nations (this would also apply to any sub-contractors), and be in sound legal and financial standing; and
 - b. Having performed at least three contracts within the last three years substantially similar in scope to the requirements described in this solicitation (including the implementation of an On-line Booking Tool through a reseller agreement) and with a minimum duration of one year;
 - c. Having sufficient capacity to manage a minimum of € 100 million volume of corporate travel transactions for international clients;
 - d. Having the appropriate market presence in order to serve the NATO entities in their respective locations.
 - e. Be otherwise qualified and eligible to receive an award under applicable regulations.



Bid Procedure and closing date

- 6. Detailed instructions regarding the preparation, submission, and evaluation of proposals are provided in Part I of the RFP (Instructions for the Preparation and Submission of proposals).
- 7. Proposals are due on 18 April 2019 at 15h00 (Brussels time).

Evaluation Criteria and Contract Award.

- 8. Bidders will be evaluated on the documentation submitted and other information and documentation available to the Organization (e.g. verification of past performance references). Considerations include: capacity to provide required level of service, legal risks and the proposed price.
- 9. The contract will be awarded to the responsible Bidder whose conforming proposal represents the best value after evaluation in accordance with the factors and sub-factors specified in the solicitation. The detailed proposal evaluation factors, their relative importance, and the phases of the source selection process are described in Part I, Section 8, of the RFP.

Point of Contact and List of Prospective Bidders

- 10. The Point of Contact for questions and information concerning this RFP is:
Mr. Frederic Salarnier
Officer Category Management
Email: procurement.contracts@hq.nato.int ; Salarnier.frederic@hq.nato.int
Tel: +32-2-707-4476
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NATO HQ – Procurement Service CB 2600
Boulevard Leopold III, 1110 Brussels, Belgium
- 11. We would be grateful if you could invite any eligible national firms, who might be interested in this solicitation, to register on the NATO Business Opportunities website in order to participate in this request for proposals.

(Signed) J.Carrasco

Annexes:
Annex 1: Distribution List