



**HEADQUARTERS  
NATO AIRBORNE EARLY WARNING  
AND CONTROL FORCE**

**52511 Geilenkirchen, Germany**



**Finance Division – Acquisition & Contracting Branch**

**Our ref:** 6040/FHF/964633/20      **Tel:** +49(0) 2451 631640  
**Date:** 09 April 2020      **NCN:** 229-1640

**TO:** BC's Distribution List for International Competitive Bidding  
**DATE:** 09 April 2020  
**Subject:** Notification of Intent (NOI) to Issue an Invitation for International Bidding (IFIB) for procurement of Travel Agent Services at HQ NAEW&CF GK.

1. In accordance with the stipulations of the Bi-SC procurement Directive 60-70, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release.

**IFIB reference number:** ACO-E3A-20-08  
**Title of IFIB:** Procurement of Travel Agent Services at HQ NAEW&CF GK.  
**Requirement:** The Contractor will operate a facility on the HQ NAEW&CF GK's premises at his own risk and expense. The Contractor shall provide support services for travel itineraries of military and civilian personnel. The Contractor shall ensure cost-effective mode of travel for all mission/journey, publish listing of standard cost and normal mode of travel for frequent destinations, procure and issue travel tickets and rental cars vouchers, coordinate group travel.  
**Type of contract:** Firm-fixed-price Basic Ordering Agreement.  
**Period of performance:** From 1 January 2021 until 31 December 2021, with the possibility, subjects to funds availability, of up to four (4) one-year extension options.  
**Bidding procedure:** Lowest Price technically compliant bid.  
**Funding:** O&S Budget. Estimated total cumulative value of the contract 3.2MEURO (estimated annually amount 640 KEURO)  
**Classification:** NATO UNCLASSIFIED  
**Issue Date:** 30 May 2020 (planned)  
**Closing Date:** 30 July 2020 (planned)  
**Eligibility:** Commercial entities (1) that originate and are chartered/incorporated within the 29 NATO-member nations, (2) that maintain a professionally active facility within NATO-member nations and (3) that provide the funding for the NAEW&CF E-3A Component.  
**Delivery location(s):** HQ NAEW&CF E-3A Component Geilenkirchen Germany  
**Partial bidding:** Partial bidding is not authorized.  
**Web site:** <http://shape.nato.int/page136374522>

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2. This IFIB will be posted on the ACO Electronic Bidding Portal at the following link <https://aco.procureware.com> and an abstract of the tender documents will be posted on the Web site above. Firms that have already been identified are listed in the NOI Annex A. NATO Delegations are hereby invited to nominate, **before 08 May 2020**, the name, full address, Point of Contact, telephone and facsimile number, of other potential bidders established within your Country. Nominations and any other correspondence hereto is to be addressed to:

**HQ NAEW&C Force Geilenkirchen**  
Acquisition and Contracting Branch  
Contracting Officer Mrs. Giuliana Albanese  
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52511 Geilenkirchen (Germany)  
Tel. +49(0) 2451 631640  
E-mail: [giuliana.albanese@naew.nato.int](mailto:giuliana.albanese@naew.nato.int)



Giuliana Albanese  
HQ NAEW&CF GK Contracting Officer

09 April 2020

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ANNEX A: List of Potential Bidders already identified by  
NAEW&C Force Geilenkirchen

<p>DER Deutsches Reisebüro GmbH &amp; Co. OHG. Kleinmarschierstr. 70/72 52062 Aachen, Germany Tel: +49(0)241 478310 Email: <a href="mailto:aachen1@der.com">aachen1@der.com</a></p>	<p>TUI Reise Center Apfelstr. 71 52525 Heinsberg, Germany Tel: +49(0) 2452 23344 Fax: +49(0) 2452 22223 E-Mail: <a href="mailto:heinsberg1@tui-reisecenter.de">heinsberg1@tui-reisecenter.de</a></p>
<p>Der Reisebaron KG Hubertusstraße 1-5 52477 Alsdorf, Germany Tel: +49(0) 0241 53107490 Email: <a href="mailto:anfrage@reisebaron.de">anfrage@reisebaron.de</a></p>	<p>Reisebüro Osttours GbR Bismarckstraße 45 40210 Düsseldorf Tel: 0211 3014381 Fax: 0211 3014391 Email: <a href="mailto:ost-tours@t-online.de">ost-tours@t-online.de</a></p>
<p>FIRST Reisebüro Rodenkirchener Str. 164 50997 Köln Tel: +49(0)2233 280433 Email: <a href="mailto:koeln4@first-reisebuero">koeln4@first-reisebuero</a></p>	<p>Shalk's Reise Service, Travel Star Von-Coels-Straße 45 52080 Aachen Tel: +49(0)241 557777 Fax: +49(0)241 553111 Email: <a href="mailto:service@reise-welten.de">service@reise-welten.de</a></p>
<p>Reiseland Reisebüro Plum Konrad-Adenauer Str. 151 52511 Geilenkirchen Tel: +49(0)2233 989870 Email: <a href="mailto:info@reisebueroaplum.de">info@reisebueroaplum.de</a></p>	<p>KVE Selfkant Reisen Konrad-Adenauer-Platz 1 41812 Erkelenz Tel. +49(0)2431 70011 Email: <a href="mailto:info@kve-selfkant-reisen.de">info@kve-selfkant-reisen.de</a></p>

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ANNEX B DISTRIBUTION LIST FOR NOIs (NS LAN - CRONOS)

NATO DELEGATIONS/IS:

NAME	NS E-mail address
Day IS-NOR(PP)	J.Day@hq.nato.int
Pond IS-PASP(DSED)Sen Offr	S.Pond@HQ.NATO.INT
Mailbox Albanian Delegation	albanian.delegation@HQ.NATO.INT
Mailbox Belgian Delegation	BE.DEL@HQ.NATO.INT
Mailbox Bulgarian Delegation	BU.DEL@HQ.NATO.INT
Mailbox CA Joint Delegation	CA.DEL@HQ.NATO.INT
Mailbox Croatian Delegation	croatian.delegation@HQ.NATO.INT
Mailbox Czech Delegation	CZ.Del@HQ.NATO.INT
Mailbox Danish Delegation	DA.Del@HQ.NATO.INT
Mailbox Estonian Delegation	ES.DEL@HQ.NATO.INT
Mailbox French Del - Section Finances	FR.DelFIN@HQ.NATO.INT
Mailbox German Delegation	GE.Del@HQ.NATO.INT
Mailbox Greek Delegation	GR.Del@HQ.NATO.INT
Mailbox Hungarian Delegation	HU.Del@HQ.NATO.INT
Mailbox Icelandic Delegation - Milrep	IC.Del@HQ.NATO.INT
Mailbox Italian Delegation	ditd1@HQ.NATO.INT
Mailbox Latvian Delegation	LG.DEL@HQ.NATO.INT
Mailbox Lithuanian Delegation	LH.DEL@HQ.NATO.INT
Mailbox Luxembourg Delegation	LU.Del@HQ.NATO.INT
Mailbox Montenegrin Delegation	mbx.montenegrin-delegation@hq.nato.int
Mailbox Netherlands Delegation	NL.Del@HQ.NATO.INT
Mailbox Norwegian Delegation	NO.Del@HQ.NATO.INT
Mailbox Polish Delegation	PL.Del@HQ.NATO.INT
Mailbox Portuguese Delegation	PO.Del@HQ.NATO.INT
Mailbox Romanian Delegation	RO.DEL@HQ.NATO.INT
Mailbox Slovak Delegation	LO.DEL@HQ.NATO.INT
Mailbox Slovenian Delegation	SI.DEL@HQ.NATO.INT
Mailbox Spanish Delegation	SP.Del@HQ.NATO.INT
Mailbox Turkish Delegation	TU.del@HQ.NATO.INT
Mailbox UK Joint Delegation	UK.Del@HQ.NATO.INT
Mailbox United States Del (Mission)	US.Del@HQ.NATO.INT

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SHAPE J8 AQM:

NAME	NS E-mail address
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SHAPE J8 AQM SAM GIACOMELLO, Carlo NIC	Carlo.GIACOMELLO@shape.nato.int
SHAPE J8 AQM SAM MASTROCINQUE, Giordano NIC	Giordano.MASTROCINQUE@shape.nato.int
SHAPE J8 AQM SAM HINNENS, Valerie	Valerie.HINNENS@shape.nato.int
SHAPE J8 AQM SAM BEHEYT, Jacques NIC	Jacques.BEHEYT@shape.nato.int

**DISTRIBUTION LIST FOR NOIs (FAX NUMBERS)**

**NATO DELEGATIONS/IS:**

Day IS-NOR(PP) Day) fax: +32 (0) 2 707 4190 (mention: Attn. Mr.)  
 Pond IS-PASP(DSED)Sen Offr Pond) fax: +32 (0) 2 707 5228 (mention: Attn. Mrs.)

Mailbox Albanian Delegation fax: +32 (0) 2 707 2783  
 Mailbox Belgian Delegation fax: +32 (0) 2 707 6090  
 Mailbox Bulgarian Delegation fax: +32 (0) 2 707 2832  
 Mailbox CA Joint Delegation fax: +32 (0) 2 707 7129  
 Mailbox Croatian Delegation fax: +32 (0) 2 707 2462  
 Mailbox Czech Delegation fax: +32 (0) 2 707 1703  
 Mailbox Danish Delegation fax: +32 (0) 2 707 6115  
 Mailbox Estonian Delegation fax: +32 (0) 2 707 9590  
 Mailbox French Del - Section Finances fax: +32 (0) 2 727 7426  
 Mailbox German Delegation fax: +32 (0) 2 726 4948  
 Mailbox Greek Delegation fax: +32 (0) 2 726 8030  
 Mailbox Hungarian Delegation fax: +32 (0) 2 707 3638  
 Mailbox Icelandic Delegation - Milrep fax: +32 (0) 2 726 4531  
 Mailbox Italian Delegation fax: +32 (0) 2 707 6259  
 Mailbox Latvian Delegation fax: +32 (0) 2 707 2889  
 Mailbox Lithuanian Delegation fax: +32 (0) 2 707 2850  
 Mailbox Luxembourg Delegation fax: +32 (0) 2 726 8900  
 Mailbox Netherlands Delegation fax: +32 (0) 2 726 7801  
 Mailbox Montenegrin Joint Delegation fax: +32 (0) 2 707 1070  
 Mailbox Norwegian Delegation fax: +32 (0) 2 726 5630  
 Mailbox Polish Delegation fax: +32 (0) 2 707 1389  
 Mailbox Portuguese Delegation fax: +32 (0) 2 707 6427  
 Mailbox Romanian Delegation fax: +32 (0) 2 707 9602  
 Mailbox Slovak Delegation fax: +32 (0) 2 707 2742  
 Mailbox Slovenian Delegation fax: +32 (0) 2 707 2766  
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Mailbox Turkish Delegation	fax: +32 (0) 2 707 6833
Mailbox UK Joint Delegation	fax: +32 (0) 2 707 7596
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