



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: 23 March 2023

Subject: **Notification Of Intent (NOI)** to issue an Invitation For International Bidding (IFIB) for the Lease of reprographic and finishing equipment for SHAPE.

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

IFIB reference number	:	ACO-SH-23-05
Title of IFIB	:	Lease of reprographic and finishing equipment for SHAPE HQs
Requirement	:	The intended contract is for the provision, installation, connection, testing, lease and omnium maintenance (to include supply of consumables) of reprographic / finishing equipment for the SHAPE Reprographic Section located at SHAPE (Belgium).
Type of contract	:	Firm-fixed price.
Period of performance	:	3 years (2024, 2025, 2026) + 2 one-year options (2027 and 2028)
Bidding procedure	:	Lowest price technically compliant bid
Funding	:	Military Budget: estimated yearly amount: EUR 120,000 Estimated total cumulative value of contract: EUR 600,000
Issue Date	:	May 23, planned
Bid Closing Date	:	July 2023, planned
Classification of IFIB	:	NATO UNCLASSIFIED
Eligibility	:	Firms (1) that originate and are chartered/incorporated within one of the 30 NATO-member nations (2) that maintain a professionally active facility (office, factory, laboratory, etc.) within one of the 30 NATO-member nations, (3) that have performed contracts within the last 5 years substantially similar in scope and magnitude to the requirement described in the solicitation.
Partial Bidding	:	Is not authorised
Website	:	https://aco.procurement.com/home

2. SHAPE will e-mail this IFIB to all potential bidders via the above-mentioned website, where all the tender documents will be posted. Firms that have already been identified are listed in the annex. Firms that have already been identified are listed in the annex. You are hereby invited to nominate, **before 28 April 2023**, the name, full address, point of contact, telephone and facsimile number, of other potential bidders established within your country meeting the above requirement. Nominations and any other correspondence hereto are to be addressed **by email** to:

SHAPE / FINAC – ACO Acquisition Management Branch
 Attn: Mr. Giuseppe COL, Contracting Officer
 Boitier/PO box 18/A
 B - 7010 SHAPE, Belgium
 Tel: +32 (0)65 44 22 40 - E-mail: giuseppe.col@shape.nato.int

(Original signed)

Danny HOVAERE
 ACO Head of Contracts
 SHAPE – FINAC, Acquisition Management Branch

Annex: List of potential bidders

ANNEX to NOI ACO-SH-23-05: List of Potential Bidders already identified by SHAPE

NAME	ADDRESS	ZIP CODE & TOWN	TEL	E-mail
CANON BELGIUM	Berkenlaan, 3	1831 DIEGEM BELGIUM	+32 477 82 23 53 +32 475 63 42 92	biamant.virgine@canon.be j.van.opstal@canon.be
KONICA MINOLTA BUSINESS SOLUTIONS NV	Berkenlaan 8A-B	B-1831 Diegem BELGIUM	+32 2 717 09 72 +32 475 37 07 04	tenderdesk@konicaminolta.be christel.scholtes@konicaminolta.be
RICOH BELGIUM	Medialaan, 28A	1800 VILVOORDE BELGIUM	+32 2 558 23 35 +32 496 57 63 85	annemie.deckers@ricoh.be jessy.april@ricoh.be
ECONOCOM Products & Solutions Belux NV/SA	510 B80 Chaussée de Louvain	B-1930 ZAVENTEM	+32 2 790 81 11 +479 36 13 59	geoffroy.philippe@econocom.com
BM BEST-MATIC	Blarenberglaan, 21	2800 MECHELEN	+32 15 27 71 02	sales@bestmaticmachines.be
GROUP-EKO	Chemin du Notaire, 14	5300 SEILLES BELGIUM	+32 497 484 689	andrea@group-eko.be