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**NOTIFICATION OF PROCUREMENT OPPORTUNITY (NOPO)
Pre-Solicitation Notice
NATO Competitive Procurement**

ACT Reference #: RFP-ACT-SACT-26-22

Date of NOPO Publication: 02/27/2026

Anticipated Solicitation Release Date: 05/01/2026

Anticipated Solicitation Closing Date: 06/29/2026

Anticipated Contract Award: Jul 2026

Point of Contact:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
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The following information is provided on a Request for Proposal that this Headquarters has the intention to release:

RFP RFP-ACT-SACT-26-22

Reference: Travel Management and Online Booking Tool Services.

Title of RFP: HQ SACT intends to issue a Request for Proposal (RFP) to establish a Travel Management Services (TMS) contract for the provision of comprehensive travel management services in support of HQ SACT and other eligible U.S. based NATO entities.

Requirement:

The purpose of the TMS contract is to ensure the efficient, secure, and cost-effective coordination of official travel for military and civilian personnel, including short-notice, mission-critical, and high-volume travel requirements.

Services under the TMS contract shall include, but are not limited to, end-to-end travel management; air, rail, and ground transportation arrangements; hotel and lodging accommodations; travel risk and duty-of-care services; emergency and after-hours assistance; reporting and cost-control analytics; and compliance with NATO and ACT travel policies and security requirements. The Contractor shall be capable of operating in a multinational, multilingual, and high-security environment and supporting travel to global destinations, including austere and high-risk locations. HQ SACT anticipates the need for traditional on-site, agent led booking, telephone/email agent led booking and an online self-service booking tool.

The successful Contractor must demonstrate proven experience in large-scale government or international organization travel management, robust cybersecurity and data protection controls, financial stability, and the ability to deliver services in accordance with NATO regulations, confidentiality obligations, and applicable national and international standards. The successful Contractor must be able to book official U.S. Government fares for authorized patrons.

Type of Contract: Firm Fixed Price/Fixed Fee Service Contract

Period of Performance: Base Period: 01 January - 31 December 2027 with four potential 12-month option periods; 01 January – 31 December 2028, 01 January – 31 December 2029, 01 January – 31 December 2030,



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01 January – 31 December 2031.

Eligibility: Companies headquartered in a NATO member nation which have performed similar contracts within the last three years, *substantially* similar in scope to the requirement described in the solicitation. Contractor personnel performing services or providing delivery under the contract must be citizens of a NATO nation and have appropriate professional training and experience. Contractor companies must be eligible to conduct work on a U.S. military facility without base escort (DBIDs) eligible. Contractor companies must have the ability to issue official U.S. Government rates for travel services.

Delivery location(s): HQ SACT, Norfolk VA 23551

Partial bidding: Partial Bidding is not authorised.

Website: <https://www.act.nato.int/opportunities/contracting/>

This HQ will publish the RFP to the website identified above on or about 01 May 2026. You are hereby invited to nominate, by email before 01 May 2026, the name, full address, Point of Contact, telephone, and e-mail address, of potential bidders established within your country. This and any other correspondence hereto are to be addressed to:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
Tonya Bonilla – Contracting Officer
Margaret Anderson – Contracting Officer
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Tonya Bonilla
HQ SACT Contracting Officer