



NATO UNCLASSIFIED

20/08/2026

FC(2026)0390

To: NATO Delegations
Attn. Secretaries of Delegations (as listed at Annex 1)
Representatives, Budget Committee

Cc: As listed at Annex 1

From: Head, Procurement

Subject: **Request for Proposal (RFP) 2026/89781 – NATO HQ Enterprise Business Automation Platform (EBAP)**

Ref.: A. FC(2017)103-REV1 - NATO IS Procurement Manual (as amended)
B. PO(2025)0198 - Procurement Policy for NATO Common Funding
C. PO(2025)0198;-AS1 - Procedure for NATO Competitive Procurement

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 will be issued by the NATO IS Procurement Service in the next 2-4 weeks.
2. The purpose of this RFP is to award a contract for the provision of NATO HQ Enterprise Business Automation Platform (EBAP).
3. An electronic version of the RFP will be posted on the NATO IS Business Opportunities portal <https://nato.bonfirehub.com/portal/?tab=openOpportunities>.

Governing Rules and Eligibility

4. This procurement action will follow the Formal Procurement procedure specified in References A-C.
5. To be eligible to participate in the bidding process, Bidders must:
 - a. Be from one of the NATO Participating Nations;
 - b. Have proven experience in Design and Deployment of Enterprise-grade business automation platforms;
 - c. Have a sound financial and legal standing and sufficient capacity and resources to provide the products/services specified in the Statement of Work; and;
 - d. Be otherwise qualified and eligible to receive an award under applicable NATO regulations.

Proposal content and closing date

9. Detailed instructions regarding the preparation, submission, and evaluation of proposals will be provided in Part I of the RFP (Instructions for the Preparation and Submission of Offers).



10. Aside from proof of the eligibility requirements stated above, Bidders must also provide the following main documentation as part of their proposals (see Part I, Section 4, of the RFP for further details about the mandatory composition of proposals):

- a. Statements of legal and financial condition and other statements and certificates required to verify Bidder's financial and legal standing;
- b. Data on relevant past performance and subcontracting arrangements;
- c. Information about the proposed approach, services and capabilities;
- d. Elaboration of any deviations to the terms and conditions of the proposed contract;
- e. Price proposal.

11. Proposals will be due end of October, 2026 (tentative). Final selection and contract award is expected mid January, 2027 (tentative).

Evaluation Criteria and Contract Award

12. 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 but are not limited to: understanding of requirements and proposed approach, proposed resources and capabilities, past performance; legal risks; and the proposed price.

13. The contract will be awarded to the responsible Bidder whose conforming proposal represents the Best Value for Money 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

14. The Point of Contact for questions and information concerning this RFP is:

Yara Korotina
 Email: Korotina.Yara@HQ.NATO.INT
 Tel: +32-2-707-9799
 NATO HQ – Procurement Service
 Boulevard Leopold III, 1110 Brussels, Belgium

15. We would be grateful if you could invite any eligible national firms who might be interested in this solicitation of offers to contact the point of contact stated above in order to be included in the list of prospective Bidders or to register directly at the NATO Business Opportunities website thru the URL specified in paragraph 3 above.

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(Signed) Yara Korotina