

13 Jul 2020

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

Cc: As listed at annex 1

From: Procurement Officer

Subject: Request For Information (RFI) 2020-43823 – Design & Build for high level events at NATO HQ Framework Contracts

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 for the NATO International Staff (IS), we are pleased to inform you that the RFI stated above has been issued by the NATO IS Procurement Service.
2. The purpose of the Request For Information (RFI) is to understand to what extent commercially available event support services and capabilities are suited to support the design and build for high level events at the NATO Headquarters (NHQ) and to collect information about potential service providers and their current and future capacity and capabilities as well as specific constraints applicable to the sector.
3. The same information will be gathered from different companies and will be used to validate the strategy and the planning and cost assumptions for the procurement of the support and services described in the RFI.
4. The information collected through the RFI will be essential for the selection of the procurement strategy that will be followed by the Organization.
5. **Participation in the RFI is mandatory** for any companies who wish to participate in the subsequent selection process. In view of the information obtained through the RFI, the Organization may decide to adopt a negotiated procedure with a limited number RFI participants in order to award a framework contract for the provision of the required service.
6. The RFI also serves to raise awareness among potential service providers regarding critical contract requirements for which actions must be undertaken well in advance the formal solicitation process or the contract effective date due to the time required for the completion of such actions (e.g., obtaining the required security clearances).
7. An electronic version of the RFI has been posted on the NATO IS Business Opportunities web-site <https://www.nato.procureware.com/home>.



**Governing Rules and Eligibility**

8. The RFI will follow the market survey procedure specified in Reference A. To be eligible to participate in the future RFP, Participants must be allowed to work in Belgium, have a solid financial capacity and possess prior experiences in the provision of services substantially similar to those specified in the RFI.

**Survey Instructions and Closing Date**

9. Detailed instructions regarding the preparation, submission, and evaluation of responses are provided in the RFI document.

10. Responses will be due on **20 August 2020, at 15:00** (Brussels time).

**Pre-Solicitation Exchanges**

11. In view of the information received, a limited group of participating firms may be invited to take part in pre-solicitation information exchanges. This process will allow NATO to gather additional information, clarify specific aspects of the responses, and validate the intended procurement strategy.

12. In order to be eligible for these exchanges participants must provide all mandatory information identified in the RFI response form and demonstrate, through their RFI responses, that they are in possession of sufficient resources, capacity, and experience to satisfy the requirements specified in the RFI.

**Point of Contact and List of Prospective Participants**

13. The Point of Contact for questions and information concerning the RFI is the undersigned:

Ms. Laurie Husting – Procurement Officer  
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14. We would be grateful if you could invite any eligible national firms who might be interested in this procurement action to participate in the RFI.

(signed) Laurie Husting  
Procurement Officer

Annexes:  
Annex 1: Distribution List