



**Interim Deputy General Manager  
for Service Provision**  
NATO Communications and Information Agency  
7010 SHAPE, Belgium

Telephone: +32 65 44 6160  
Fax: +32 65 44 7892

Date: 08 November 2012

Subject: Solicitation of Expression of Interest (SOI)

1. The following information is provided in anticipation of release of an IFB for the provision of a ITIL Support contract to work at NCIA SPHQ Mons, Belgium.

**IFB Reference Number:** IFB-12-057-NCIA-SPHQ

**Title of IFB:** ITIL Support

**Closing Date:** 20 November 2012, 12:00 hrs, CET

**Classification:** NATO Unclassified

**Estimated Issue Date:** 26 November 2012

**Estimated Bid Closing Date:** 15 January 2012

**Bidding Procedure:** Electronic Submission of Bid

**Requirement:** NCIA is seeking Contractor to provide Support at SHAPE.

**Period of Performance:** April 2013 to January 2014 + 2 one year options

**Eligibility:** Contractor personnel shall be citizens of a NATO Nation, possess at least a valid NATO Secret Level Security Clearance. This clearance must be available both at the time of bid submission and at the start of the contract execution, and must remain valid for the complete duration of the contract.

**Delivery Locations:** NCIA SPHQ Mons, Belgium

**Partial Bidding:** Not Authorized

**Web Site:** <http://www.ncia.nato.int/Opportunities/Pages/Former-NCSA-Opportunities.aspx>

2. NCI Agency will directly e-mail the IFB to all potential bidders. Interested Companies are hereby invited to express their interest in receiving the relevant bidding documents to the NCI Agency Service Provision Interim Structure/Dir.Res/BAF/P&C office, referring to this notice.

3. Please include the company name, full mailing address, point of contact information (e.g. phone number, e-mail address, and facsimile number). This and any other correspondence should be addressed to:

NCIA SPIS/DirRes/BAF/P&C

Attn: Mrs. Yseult GODIMUS

Commercial: +32-65-44-6103

Fax: +32-65-44-7892

E mail: [yseult.godimus@ncia.nato.int](mailto:yseult.godimus@ncia.nato.int)

MAJOR (OF3) Francis DURIMEL (FRA A)

Senior Contracting Officer



NATO Communications  
and Information Agency  
Agence OTAN d'information  
et de communication

Avenue du Bourget 140  
1140 Brussels, Belgium

[www.ncia.nato.int](http://www.ncia.nato.int)