



SUPREME HEADQUARTERS ALLIED POWERS EUROPE
GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES
EN EUROPE



B-7010 SHAPE, BELGIUM

EOI ACO-SH-11-10 ACO Purchase Card Programme

SHAPE has implemented the ACO Purchase Card Programme that allows duly authorized NATO personnel to make official purchases (commodities and services) for a value up to 10% of the NATO Established Financial Limit (EFL) Level A (currently set at EUR 975.00).

The use of the ACO Purchase Card as simplified contractual instrument is beneficial for both NATO and the Vendors/Suppliers. Some of the vendors' benefits are:

- Vendor paid by bank in "a few days", rather than waiting 30 to 60 days for their invoice to be processed once the commodity/service is delivered/provided;
- Less administrative burden;
- Overall, a more simplified process.

Most common commodities/services procured through the ACO Purchase Card Programme are:

- electrical, mechanical, plumbing spare parts;
- musical instruments and accessories;
- vehicle spare parts and accessories;
- photo/printing services;
- purchase and/or repair of small appliances;
- audio/video/IT equipment;
- ADP supplies;
- furniture;
- road signs;
- A/C units spare parts/maintenance;
- office supplies;
- chemical and/or cleaning products;
- subscriptions;
- tools, hardware, paint, accessories
- mess/kitchen equipment, decorations
- safety items/clothing

However, the ACO Purchase Card is not allowed for certain categories of purchases such as (below list is not all comprehensive but it includes most common categories):

- Airlines/Airports;
- Restaurants/Bars;
- Hotels/Motels;
- Travel Agencies;
- Day Care;
- Travel Related Purchases;
- Weapons/Ammunitions;
- Drugs/controlled substances.

Vendors/Supplier shall agree to:

- 1) accept orders by phone and/or fax and/or email and/or website and/or direct sell at their shop/facility;
- 2) accept the use of the NATO Official ACO Purchase Cards (issued by MASTERCARD);
- 3) provide commodities/services granting Taxes and VAT exemption in accordance with Article VIII of Paris Protocol, 28 August 1952. NOTE: A VAT exemption certificate/declaration will be provided to the Vendor/Supplier – if required - when the ACO Purchase Card is used by NATO duly authorized personnel for authorized purchases of commodities/services.

The ACO Purchase Card empowerment yields a responsibility to act ethically and within the constraints of laws and regulations (in particular AD 60-71, Bi-SC 60-70, AD 60-74 and AD 40-7 directives).

If you want to be included in the list of potential vendors/suppliers for the ACO Purchase Card Programme please provide the following information:

- Company name, full address, contact details (phone, fax, email, website)
- Company Activities (supplies/services provided)
- Area of Interest (i.e. Belgium/Mons area only, Europe, Worldwide, etc.)

Information must be sent via email to: gaelle.lamot@shape.nato.int