NORTH ATLANTIC TREATY ORGANIZATION
HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION
7857 BLANDY ROAD, SUITE 100
NORFOLK, VIRGINIA 23551-2490

MBC's Distribution List for International Competitive Bidding

TO: MBC's Distribution List for Invitation for International Bidding (IFIB) Procedure

DATE: **16 March 2022**

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support at the NATO Innovation Hub for IT Management of Services and Assets

In accordance with the stipulations of the Bi-Sc Procurement Directive 60-70, Annex B, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

IFIB Reference: **IFIB-ACT-SACT-22-50**

Title of IFIB: Contractor Support at the NATO Innovation Hub for Information Technology (IT) Management of Services and Assets

Requirement: ACT gives notice of the intent to issue an Invitation for International Bid (IFIB) for the provision of contracted services.

Innovation Hub is seeking an Information Technology Support Technician to ensure that the Innovation Hub Information Technology services and assets are available, managed, maintained, and updated optimally on-site at all times. It is imperative to provide the best Information Technology support to mitigate any and all Information Technology related delays or impediments.

The Innovation Hub information technology services and assets require permanent management, periodic maintenance and updates, occasional upgrades and emergent response to service disruption. The Innovation Technology Information Technology Technician will be the primary person to provide this support.

The ideal candidate shall be experienced in Information Technology operations including resolving, exploring, and following up on Information Technology related issues. The ideal candidate must communicate efficiently and effectively within a team environment, and resolve problems directly and professionally. The ideal candidate must be capable of providing technical solutions to improve the Innovation Hub organization. The ideal candidate must have excellent written and oral communication skills and speak and write in English. The ideal candidate must have excellent client service and is proficient with Windows, Apple OSs, Google Workspace, and network concepts. The ideal candidate must be able to provide Customer Support, IT services, and backup/data recovery solutions.

Type of Contract:	This is a Firm-Fixed-Price - Level of Effort Contract in accordance with HQ SACT General and Special Terms and Conditions.
Period of Performance:	The period of performance shall be: Base Period - 01 July 2022 through 31 December 2022, Option Period One - 01 January 2023 through 31 December 2023, Option Period Two - 01 January 2024 through 31 December 2024, Option Period Three (A) - 01 January 2025 through 30 June 2025, Option Period Three (B) – 01 July 2025 through 31 December 2025.
Bidding Procedure:	The intended procurement method will be International Competitive Bidding (Sealed Bidding) in accordance with Bi-SC Procurement Directive 60-70, Annex B, and Procedures for International Competitive Bidding (2015 Edition). The contract award will be determined based on the contractor that offers the Best Value to NATO.
Funding:	Base Period - $60,000.00, Option Period One - $120,000.00, Option Period Two - $120,000.00, Option Period Three (A) $60,000.00 and Option Period Three (B) $60,000.00. Total Contract Award - **$420,000.00** (based on full capacity for base and all options) Travel costs will not be a consideration for contract award.
Classification:	NATO UNCLASSIFIED
Issue Date:	MONDAY 18 APRIL 2022, (target date)
Bid Closing Date:	MONDAY 30 MAY 2022, (target date)
Eligibility:	Companies which have performed similar tasking to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, have appropriate professional training and experience in a related field (s).
Delivery location(s):	Norfolk, VA, U.S.A.
Partial bidding:	Partial Bidding is not authorised.
Website:	http://www.act.nato.int/organization/hq-sact/contracting/notifications-of-intent-noi

Contractors will be able to view the IFIB on or about **18 April 2022** at the above website. You are hereby invited to nominate, by email; the name, full address, Point of Contact, telephone, and e-mail address of other potential bidders established within your country **BY 15 APRIL 2022**. This and any other correspondence is to be addressed to:

Supreme Allied Commander Transformation BUDFIN – Purchasing and Contracting Branch
Attn: – Ms. Catherine Giglio ACT Contracting Officer
Attn: – Ms. Tonya Bonilla, ACT Contracting Officer
7857 Blandy Road, Suite 100,
Norfolk, Virginia, USA 23551-2490
Tel: 001+757-747-3575 – Tel: +001-757-747-3856
Email tonya.bonilla@act.nato.int or Catherine.giglio@act.nato.int