



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



## Distribution List for International Competitive Bidding

**TO:** Budget Committee (BC) Distribution List for Invitation for International Bidding (IFIB) Procedure

**DATE:** 14 January 2022

**SUBJECT:** Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Air Duct Cleaning, HQ SACT, Norfolk, Virginia, U.S.A.

1. 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:** **ACT-SACT-22-16**

**Title of IFIB:** Air Duct Cleaning Contract Support

**Requirement:** HQ SACT is seeking contract support for the cleaning of all HVAC ducting within HQ SACT. The scope of work includes procurement of equipment, technical services, as-built drawings, labor and material required to support the cleaning of HVAC Ducting and components in accordance with specifications and in-line with local and federal regulations and codes.

**Type of Contract:** Firm Fixed Price (FFP) Deliverable

**Period of Performance:** April 2022 – 30 September 2022 (estimate)

**Bidding Procedure:** Sealed Bidding

**Funding:** \$250,000.00 (estimate)

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 11 FEBRUARY 2022, (estimate date)

**Bid Closing Date:** 25 MARCH 2022, (estimate date)

**Eligibility:** Companies which have performed similar contracts within the last three years substantially similar in scope to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation and have appropriate professional training and experience in a related field.

**Delivery location(s):** Norfolk, VA, U.S.A.

**Partial bidding:** Partial Bidding is not authorised.

**Website:** <http://www.act.nato.int/contracting>

2. This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **4 FEBRUARY 2022**, the name, full address, Point of Contact, telephone, facsimile number and e-mail address, of other potential bidders established within your country. This and any other correspondence hereto is to be addressed to:

Supreme Allied Commander Transformation  
BUDFIN – Purchasing and Contracting Branch  
Attn: LCDR Mark Macsule – Contracting Officer  
Ms. Kellie Hagen - Buyer  
7857 Blandy Road, Suite 100,  
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*//original signed//*

LCDR Mark Macsule  
ACT Contracting Officer,  
HQ SACT