



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: 19 September 2022

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Base Support Facilities Planner, 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-22-131

**Title of IFIB:** Contract Support: Base Support Facilities Planner.

**Requirement:** HQ SACT is seeking contract support for Base Support Facilities Planner.

**Type of Contract:** Firm Fixed Price (FFP) Level of Effort.

**Period of Performance:** 01 JANUARY 2023 – 31 DECEMBER 2023 with the possibility of 2 option years; 01 JANUARY 2024-31 DECEMBER 2024 and 01 JANUARY 2025-31 DECEMBER 2025.

**Bidding Procedure:** Sealed Bidding (Two Envelopes)

**Funding:** MBC 20X-20XX-XXXXXX, RRIS # XXXX,  
 (Estimated annual amount, \$ XXX.XXX estimated cumulative amount,\$ XXX.XXX) – **PENDING FUNDING APPROVAL**

**Classification:** NATO UNCLASSIFIED

**Issue Date:** **TBD**, (target date: 24OCT2022)

**Bid Closing Date:** **TBD**, (target date: 5DEC2022)

**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, possess at least a valid NATO Secret level security clearance, 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:** <https://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 **24 October 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 Brandon Stewart – Contracting Officer  
Kellie Hagen – Contracting Officer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
Tel: +001-757-747-3977  
Email: [Brandon.Stewart@act.nato.int](mailto:Brandon.Stewart@act.nato.int)  
[Kellie.Hagen@act.nato.int](mailto:Kellie.Hagen@act.nato.int)

*//original signed//*

LCDR Brandon Stewart  
ACT Contracting Officer,  
HQ SACT

ANNEX: List of potential bidders.

**ANNEX TO IFIB REFERENCE ACT-SACT-XX-XX:** List of Potential Bidders already identified by HQ SACT (HQ Supreme Allied Commander Transformation)

**Not applicable for this NOI.**

1. XXXX	2. XXXX
3. XXXX	4. XXXX
5. XXXX	6. XXXX