



NORTH ATLANTIC TREATY ORGANIZATION
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD
HEADQUARTERS SUPREME ALLIED COMMANDER
TRANSFORMATION 7857 BLANDY ROAD, SUITE 100
NORFOLK, VIRGINIA, 23551-
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TO: BC's Distribution List for Invitation for International Bidding (IFIB) Procedure

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support: Provision of Just-in-Time Office Supply Ordering System

DATE: 28 March 2018

1. In accordance with the stipulations of the Bi-SC Procurement Directive 60-70, Annex C, Procedures for International Competitive Bidding dated 15 June 2015, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

IFIB Reference: ACT-SACT-18-42

Title of IFIB: Contractor Support: Provision of Just-in-Time Office Supply Ordering System

2. **The Scope:** The HQ Purchasing and Contracting section is seeking contractor support to establish and operate an online office supply ordering system with desktop delivery to a designated member within each section/branch. The contractor will work with P&C staff to determine and establish the parameters of the system, however there will be a need for approval hierarchy and weekly report generation. The contractor must be able to provide web site instruction to new users as needed and provide a user's manual or technical help desk for users.
3. **Type of Contract:** Lowest Priced Technically Compliant (LPTC).
4. **Period of Performance:** Jan 2019 – Dec 2019 base period with four 12-month-option-periods.
5. **Bidding Procedure:** Sealed Bidding. The intended procurement method will be International Competitive Bidding (two step procedure) in accordance with Bi-SC Procurement Directive 60-70, Annex C, Procedures for International Competitive Bidding dated 15 June 2015, awarding the contract to the lowest priced technically compliant bidder.
6. **Funding:** The funding estimate is \$250,000 for the full contract scope. Travel costs will not be a consideration for contract award.

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7. **Issue Date:** 1 August 2018
8. **Bid Closing Date:** 1 October 2018
9. **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).
10. **Delivery location(s):** The contract will cover services being accomplished at NATO HQ Allied Command Transformation in Norfolk, Virginia.
11. **Partial bidding:** Partial Bidding is not authorized.

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

18. Contractors will be able to view the IFIB on or about 1 August 2018 at the above website. You are hereby invited to nominate, by email or facsimile before 31 July 2018, 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 is to be addressed to:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
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HQ SACT