



Distribution List for International Competitive Bidding

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

DATE: 5 August 2022

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for PROTOCOL Contractor Support, 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-22-117**

Title of IFIB: PROTOCOL Contractor Support

Requirement: HQ SACT is seeking contractor support for PROTOCOL level of effort requirements.

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

Period of Performance: Base Period: January 2023 – December 2023 with four 12-month option periods (2024-2027).

Bidding Procedure: Sealed Bidding

Funding: TBD

Classification: NATO UNCLASSIFIED

Issue Date: 12 September 2022, (estimate date)

Bid Closing Date: 24 October 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 authorised.

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

2. This HQ will directly e-mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **12 September 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
Ms. Kellie Hagen - Buyer
7857 Blandy Road, Suite 100,
Norfolk, Virginia, USA 23551-2490
Tel: +001-757-747-3977/4180
Email: Brandon.Stewart@act.nato.int & Kellie.Hagen@act.nato.int

//original signed//

LCDR Brandon Stewart
ACT Contracting Officer,
HQ SACT