



## Description of Acquisition

### NCB-ACT-SACT-23-48

This NCB is issued by Allied Command Transformation (ACT)

This is a high visibility project with **very compact timelines** for completion.

All questions and correspondence shall be addressed to the identified ACT Contracting point of contact.

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## PART 1 BIDDING INSTRUCTIONS

### 1. General

This is a Firm Fixed Price Deliverables contract in accordance the General Terms and Conditions; Contract Award is contingent upon funding availability; partial bidding is not allowed.

### 2. CLASSIFICATION

This NCB is a NATO UNCLASSIFIED document.

### 3. DEFINITIONS

- (a) The term “Bidder”, shall refer to the bidding entity that has completed a bid in response to this NCB.
- (b) The term Contractor shall refer to the bidding entity to whom the contract is awarded.
- (c) The term “Contracting Officer” designates the official who executes this NCB on behalf of HQ SACT.
- (d) “Contracting Officer`s Technical Representative” or “COTR” is the official who is appointed for the purpose of determining compliance of the successful bid, per the technical specifications.
- (e) The term “HQ SACT” shall refer to Supreme Headquarters Allied Command Transformation.
- (f) The term “ACT” shall refer to Allied Commander Transformation.
- (g) The term “NATO”, shall refer to the North Atlantic Treaty Organisation.
- (h) The term “days” as used in this NCB shall, unless otherwise stated, be interpreted as meaning calendar days.

### 4. ELIGIBILITY

This NCB is open to companies:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.
- (b) Working in the required field of study and legally authorised to operate in the

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United States of America, at the time of bidding.

- (c) Which have demonstrated the desired past performance as described in this NCB.
- (d) **Offering key personnel who are citizens of NATO member nations.**

### 5. DURATION OF CONTRACT

- (a) The contract awarded shall be effective upon date of award. **Installation shall be complete NLT 1 June 2023.**

#### **Period of Performance:**

**Base Period:** Contract award – 1 June 2023

### 6. EXEMPTION OF TAXES

- (a) In accordance with the agreements, (Article VIII of the Paris Protocol dated, 25 August 1952) goods and services under this contract are exempt from taxes, duties and similar charges.

### 7. AMENDMENT OR CANCELLATION

- (a) HQ SACT reserves the right to amend or delete any one or more of the terms, conditions or provisions of the NCB prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.
- (b) HQ SACT reserves the right to cancel, at any time, this NCB either partially or in its entirety. No legal liability on the part of HQ SACT shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting, that no costs shall be recovered from HQ SACT.

### 8. BIDDER CLARIFICATIONS

- (a) Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this NCB, terms, clause, provision or specifications, shall be requested in writing, from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than **1 days prior to closing.**
- (b) Information in response to all inquiries / requests for clarification to a prospective bidder shall be furnished to all prospective bidders at the following link: <http://www.act.nato.int/contracting> as a Question and Answer addendum. All such addendums and any necessary solicitation amendments shall be

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incorporated into this NCB. Oral Interpretations shall not be binding.

### 9. SITE VISIT

HQ SACT will convene a site visit for interested bidders to conduct a walkthrough of the installation area. The site visit will be held on **Wednesday, 26 April 23 at 1000** at 7857 Blandy Road, Suite 100, Norfolk, VA 23551. Attendance at the site visit is highly encouraged.

Installation access is required. Due to the insufficient time available to complete formal visitor requests, a U.S. escort/sponsor will be provided if necessary. A request for escort shall be made via e-mail to the identified Contracting Officer.

### 10. BID CLOSING DATE

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **28 April 2023, 1200 hours, Eastern Standard Time, Norfolk, Virginia, USA.**

No bids shall be accepted after this time and date.

### 11. BID VALIDITY

Bids shall remain valid for a period of one hundred and twenty days (120) from the applicable closing date set forth within this NCB. HQ SACT reserves the right to request an extension of validity. Bidder shall be entitled to either grant or deny this extension of validity; HQ SACT shall automatically consider a denial to extend the validity as a withdrawal of the bid.

### 12. CONTENT OF PROPOSAL

The proposal shall consist of a single PDF document with quote for provision and installation of video wall sent via e-mail as per the instructions. **No hard copy proposals are required or will be accepted.** E-mailed PDF document shall be received no later than **28 April 2023, 1200 hours, Eastern Standard Time, Norfolk, Virginia, USA.**

Proposal shall include

- (a) The bidder's full name address, Point of Contacts, Telephone, Fax number and Internet site
- (b) Compliance statement – Supplier shall confirm that they can provide and install video wall per specification NLT 1 June 2023.**
- (c) Quote shall contain all equipment specifications, warranty information, and shall include shipping, handling and installation.

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### 13. PROPOSAL SUBMISSION

- (a) Proposals shall be submitted via e-mail containing a **single PDF document**. The e-mail subject and PDF files shall be clearly marked with the NCB Solicitation reference number NCB-ACT-SACT-23-48.
- (b) **Price proposals shall be in U.S. Dollar currency.** Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- (c) It is the sole responsibility of the interested company to review any Q & A that may be issued in support of this solicitation, prior to bid submission at [www.act.nato.int/contracting](http://www.act.nato.int/contracting).
- (d) No oral bids or oral modifications or telephonic bids shall be considered.
- (e) It is the ultimate responsibility prior to submission that all proposal submissions are reviewed to ensure they meet the technical and administrative specifications and that offers meet the limitations and expressed conditions.
- (f) Any assumptions by the Contractor that could affect technical compliance or bid pricing should be addressed as a Q&A prior to the established deadline.

### 14. LATE PROPOSALS

- (a) It is solely the bidder's responsibility to ensure that the proposal reaches HQ SACT prior to the established closing date and time. All late bids shall be disqualified. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff negligence (mishandling) shall the bid be considered. **Delays in receipt due to server processes either at the contractor's facility, HQ SACT or both do not constitute an acceptable delay to the deadline. Contractors should ensure there is sufficient time to transmit proposals and confirm receipt prior to the established deadline.**

### 15. BID WITHDRAWAL

A bidder may withdraw their bid up to the date and time specified for bid closing. Such a withdrawal must be completed in writing via e-mail to the HQ SACT Contracting Officer. As A bid withdraw will be annotated on the Contract Award Record.

### 16. BID EVALUATION

- (a) The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance, of the products or services

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requested, shall be the responsibility of HQ SACT. Such determinations shall be consistent with the evaluation criteria specified in the NCB. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.

(b) Proposals shall be evaluated and awarded based on a lowest priced technically compliant basis. The following factors are considerations:

- Successful administrative submission of bid packages and requested documents.
- Compliance with mandatory criteria identified in Annex B (Compliant / Non-Compliant)
- Acceptance of HQ SACT General Terms and Conditions.

### 17. PROPOSAL CLARIFICATIONS

During the entire evaluation process HQ SACT reserves the right to discuss any bid in order to clarify what is offered and interpretation of language within the bid, to resolve any potential areas of non-compliance.

HQ SACT will collect information from references provided by the Offer or in regard to its past performance. Contractors must provide authorization to contact references.

HQ SACT reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this NCB.

### 18. AWARD

HQ SACT intends to award a single firm-fixed price deliverables contract. Partial award will not be considered. Travel costs, if required, should be considered and included in the development of bid price.

### 19. COMMUNICATIONS

All communication related to this NCB, between a prospective bidder and HQ SACT shall only be through the nominated HQ SACT Contracting Officer. Designated contracting staff shall assist the HQ SACT Contracting Officer in the administrative process. There shall be no contact with other HQ SACT or JFC-NF personnel in regards to this NCB. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing to all interested

parties.

**20. POINT OF CONTACT INFORMATION FOR QUESTIONS:**

Tonya Bonilla, ACT Contracting Officer 757-747-3575,  
[tonya.bonilla@act.nato.int](mailto:tonya.bonilla@act.nato.int)

**21. E-MAIL ADDRESS FOR PROPOSAL SUBMISSION:**

[techproposal@act.nato.int](mailto:techproposal@act.nato.int) – Technical proposal submission  
[priceproposal@act.nato.int](mailto:priceproposal@act.nato.int) – Price proposal submission



ENCLOSURE 2

COMPLIANCE STATEMENT TO SEALED BID NCB-ACT-SACT-23-48

It is hereby stated that our company has read and understands all documentation issued as part of NCB-ACT-ACT-23-48. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of NCB-ACT-SACT-23-48 and the intended contract with the following exception(s); such exemptions are considered non-substantial to the HQ SACT solicitation provisions issued.

<u>Clause</u>	<u>Description of Minor Deviation.</u>
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**It is further stated that our company reasonably expects to meet the required installation deadline of 1 Jun 23.**

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Bid Reference: \_\_\_\_\_

Bidder’s proposal must be based on full compliance with the terms, conditions and requirements of the NCB and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non-substantial deviations may be accepted. Substantial changes shall be considered non-responsive. **Any deviation with a potential impact on compliance should be addressed through the Q&A process prior to bid closing.**

## PART 2 STATEMENT OF REQUIREMENT

# STATEMENT OF REQUIREMENT (SOR) FOR THE INSTALLATION OF TWO LED VIDEO WALLS IN THE ENTRANCE AREA of HQ SACT

### 1. INTRODUCTION

**Supreme Allied Command Transformation (SACT)** is NATO's leading headquarters for change and a driver in the use of modern technologies. Due to the high volume of national and international visitors, it is vital for HQ SACT to have a modern and informative communication presence especially in the entrance area.

HQ SACT identified the need for **two** LED 1.8pp Video Walls with the minimum dimension of 164" (minimum: 3600mm x 2000mm) to inform HQ SACT staff on internal matters and to promote the latest achievements of ACT.

HQ SACT seeks contractor support to provide and install the video walls within Headquarters SACT's entry lobby area.

Specific Tasks:

1. Contractor shall provide and install LED Video Wall with the specifications outlined in para 3 below.
2. Contractor shall provide and install LED Video Wall controller in AV rack located in designated closet space.
3. Contractor shall provide **one** Spinetix HMP400 digital signage player in rack for content display. A second SPINATIX player will be provided by NATO. Contractor **shall install both** Spinetix players.
4. Contactor shall provide on-site training for HQ SACT Staff and provide all manufacturer documentation and remote controls.
5. Contractor quote shall contain the following additional items:
  - a. DSOS license
  - b. 5 year customer service support
  - c. Shipping and handling of all necessary equipment (equipment should not be sent to HQ SACT directly).

- d. Manufacturer Lifetime warranty on installed equipment
- e. One year installation warranty on workmanship

## 2. TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

### A. TYPE OF CONTRACT

Firm Fixed Price Deliverables Contract in accordance with the General Terms and Conditions

**B. PERIOD OF INSTALLATION** Installation shall be completed **no later than 01 June 2023.**

## 3. SPECIFICATIONS OF VIDEO WALL

The Video Wall must come with LED display cabinets, cables, spare modules, wall mounts, trim, remote control and full-featured video controller.

It also needs front-side installation and serviceability for easier access and installation against the wall.

- NO substitutions to hardware or support program are acceptable

### SPECIFICATION DETAIL FOR EACH VIDEO WALL:

Display Technology:	LED
Display Resolution:	(min) 1920 x 1080
Image Size (diagonal)	(min) 164"
Display size:	(min) 3600mm x 2000 mm
Pixel Pitch:	between 1.8mm and 1.9mm
Brightness Max (cd / sq m):	(min) 600 nits
Contrast Ratio:	(min) 7000:1
Brightness Uniformity:	(min) 97%
Color Uniformity:	(min) 97%
LED Refresh Rate:	(min) 3000
Color Temperature, Adjustable (k):	(min) 3000 - 10000
Viewing Angle, Horizontal:	(min) 160°
Viewing Angle, Vertical:	(min) 140°
Video Input Resolution Maximum:	3840 x 2160 @ 60Hz
HDR Support:	HDR10
Frame Rate:	50, 60Hz
Video Inputs:	4x HDMI 2.0 (HDCP 2.2), 1x DisplayPort 1.2
Control:	RS232, Network

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Service Access:	Front
Runtime Duty Cycle (Hours/Day):	24 x 7
LED Lifetime, Typical:	100000hrs
Power Supply:	Redundant Power
Line Voltage:	100~240V AC, 50/60Hz
Power Consumption, Maximum (watts):	5000
Display Weight:	Not above 600lbs
Environmental:	Indoor
Operating Temperature:	-10° to 40° C
Warranty:	Lifetime Warranty (North America)
Display wall:	Included,
Video controller:	Included
Signal cables:	Included
Power cables:	Included
Wall mount:	Included
Trim:	Included
Remote Control:	Included
Module Spares:	Included

#### 4. HQ SACT RESPONSIBILITIES

HQ SACT will provide:

- AC power for all devices, along with network or other communications cabling.
- Full access to work areas during proposed installation times.
- All necessary furniture movement such as but not limited to desks, equipment, whiteboards, pictures, and file cabinets.
- Assistance to obtain security badges, passes, cards, etc. to provide technicians easy access to the facilities.
- Where possible, parking for vans will be provided.
- Documentation required to install and integrate
- a dedicated contact to serve as Project POC responsible for assisting in determining system requirements, information gathering, and site access.

#### 5. LIMITATIONS:

All tasks stated in the Statement of Requirements (SOR) are to be performed between 8:00am to 5:00pm, local time to the installation site, Monday through Friday, excluding Federal holidays unless otherwise stated and agreed with HQ SACT.

Additional services beyond the SOR require written authorization by the Contracting Officer.

#### 6. PROJECT RISK: This is a high visibility project with very compact timelines for

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**completion.** The contractor company shall provide assurance that there is a reasonable expectation of completion no later than 1 June 2023. **Any risk to the project timeline must be identified and mitigated immediately.**

## 7. SECURITY

### A. BUILDING / INSTALLATION ACCESS

The Contractors are fully responsible for ensuring that they have all needed vehicle passes and decals, and individual US base access badges and documents for appropriate access to HQ SACT facility. The Contractor Company shall submit requests for site access to HQ SACT POC and to SACT HQ, Attention Security Office, 7857 Blandy Road, Suite 100, Norfolk, VA 23551-2490.

### B. ELECTRONIC DEVICES

All Contractor personnel shall abide by the security restrictions regarding carrying and using electronic devices (e.g., laptops, cell phones) in HQ SACT. The Contractor shall be responsible for satisfying the necessary clearance from the HQ SACT Security Office before bringing any such device into HQ SACT work environment.

1. **Place of Performance.** On-site work, 7857 Blandy Road, Suite 100, Norfolk, VA 23551.
2. **Security.** The work will be performed on a government installation. **Contractor personnel involved in the performance of this contract will require access to the installation via DBIDS.**
  - a. **Security Conditions.** The contractor must adhere to the current security directives and conditions at HQ SACT. Contractor personnel shall comply with all local host nations, NATO security provisions and other policies and procedures, as required.
  - b. **Building/Installation Access.** The Contractor shall be fully responsible for ensuring that he/she has all needed vehicle passes and decals, and individual access badges and documents for appropriate access to the HQ SACT facility.
  - c. **Electronic Devices.** All contractor personnel shall abide by the security restrictions regarding carrying and using electronic devices (e.g. laptops, cell phones, smart watches) in HQ SACT. The contractor will be responsible for obtaining authorization from the HQ SACT Security Officer before bringing any such device into the work environment.

**ANNEX B**  
**Lowest Priced Technically Compliance criteria**

Company Name:

**COMPLIANCE MATRIX**

<b>REQUIREMENTS/QUALIFICATIONS</b>	<b>COMPLIANCE (Y/N)</b>
1. Contractor personnel have access to the government installation to accomplish work described.	
2. Contractor (company) can complete installation NLT 1 June 23	
3. Proposed equipment meets minimum technical attributes as identified in para 3.	
4. Proposal includes delivery, installation and training of the video wall.	
5. Equipment has a lifetime manufacturer warranty	
6. Minimum 12-month warranty of and installation is included.	
7 Quote includes DSOS license	

**HQ SACT General Terms and Conditions apply to this contract and can be found at [www.act.nato.int/contracting](http://www.act.nato.int/contracting)**