



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



**TO:** BC's Distribution List for Invitation for International Bidding (IFIB) Procedure  
**DATE:** 3 March 2021  
**SUBJECT:** Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Custodial Services for 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-21-29**

**Title of IFIB:** Contract Support: Custodial Services

**Requirement:** HQ SACT is seeking contract support for custodial services.

The Contractor shall provide all management, tools, equipment, and labor necessary to ensure that custodial services are performed at HQ SACT Norfolk, VA, in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance.

This requirement is for, at a minimum, eight cleaning staff – not including the supervisor – throughout the duration of the contract.

**Type of Contract:** Firm Fixed Price (FFP), Level of Effort Contract (Approximately 1,800 hours per person per year)

**Period of Performance:** One (1) base period, 01 January 2022 through 31 December 2022 with a potential of four (4) 12 month option periods.

**Bidding Procedure:** Sealed Bidding (Two Envelopes); Award will be based on best value.

**Funding:** 201.2021.721403.SA.21A.Y1D.000.027.000.200.000  
(Estimated cost (base period): \$750,000)

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 08 April 2021 (target date)

**Bid Closing Date:** 20 May 2021 (target date)

- Award Type:** Best Value
- Eligibility:** Companies which have performed similar contracts within the last five 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, committed no criminal offences, and 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 authorized.
- Website:** <https://www.act.nato.int/contracting>

Contractors will be able to view the IFIB on or about 08 April 2021 at the above website. You are hereby invited to nominate, by e-mail or facsimile before 08 April 2021, the name, full address, Point of Contact, telephone, facsimile number and e-mail address, of 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  
Attn: LCDR Brandon Stewart &  
Kellie Hagen  
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