



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: 6 October 2022

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for video and studio media production, at 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-22-147

**Title of IFIB:** Contract Support: Video and Studio Production Support.

- a) Requirement:** HQ SACT is soliciting Contractor capabilities to support the operation and daily running of the HQ SACT media/video studios. Supporting video recordings, live webinars or online conferences, as well as associated video editing and production. The contractor will also be responsible for the daily management, booking and maintenance of the studio spaces. These studios supporting unclassified and classified events will operate within the HQ SACT environment. The Media/Video will support all divisions in HQ SACT with leads from Joint Force Development, Strategic Plans and Policy and Comms Branch.

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

**Period of Performance:** Base period of 01 JAN 2023 - 31 DEC 2023. With three (3) possible option years. Option Period One: 01 JAN 2024 - 31 DEC 2024; Option Period Two: 01 JAN 2025 - 31 Dec 2025; Option Period Three: 01 JAN 2026 - 31 Dec 2026.

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

**Funding:** MBC 201.2023.722403.SA.31Q.T8B.000.H41.000.100.000, RRIS # TBC, (Estimated annual amount, \$144,000 estimated cumulative amount, \$800,000)

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 10 November 2022, (target date)

**Bid Closing Date:** 03 JANUARY 2023, (target date)

NATO UNCLASSIFIED

**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 **10 November 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  
LCDR Mark Macsule – Contracting Officer  
Mrs. Kellie Hagen – Contracting Officer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
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*//original signed//*

**Name**

ACT Contracting Officer,  
HQ SACT