



## **NORTH ATLANTIC TREATY ORGANISATION**

HEADQUARTERS SUPREME ALLIED COMMANDER TRANSFORMATION  
7857 BLANDY ROAD, SUITE 100  
NORFOLK, VIRGINIA, 23551-2490

### **Request for Proposal**

**RFP-ACT-SACT-24-107**

**PROVISION OF OFFICE SUPPLY ORDERING SYSTEM**

**Amendment 1 (changes in red)**

### **Bidding Instructions**

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**RFP-ACT-SACT-24-107****BIDDING INSTRUCTIONS****1. General**

This is a Firm Fixed Price Service Delivery contract in accordance with the HQ SACT General Terms and Conditions; Contract Award is contingent upon funding availability; Partial bidding is not allowed.

**HQ SACT GENERAL TERMS AND CONDITIONS DATED 03/13/2024 ARE APPLICABLE TO THIS PROCUREMENT AND CAN BE LOCATED ON THE ACT WEBSITE AT [WWW.ACT.NATO.INT/CONTRACTING](http://WWW.ACT.NATO.INT/CONTRACTING) UNDER CONTRACTOR INFORMATION.**

**2. Classification**

This Request for Proposal (RFP) is a NATO UNCLASSIFIED document.

**3. Definitions**

- (a) The “Prospective Bidder” shall refer to the entity that has indicated thereon its intention without commitment, to participate in this RFP.
- (b) The term “Bidder” shall refer to the bidding entity that has completed a bid in response to this RFP.
- (c) The term “Contractor” shall refer to the bidding entity to whom the contract is awarded.
- (d) The term “Contracting Officer” designates the official who executes this RFP on behalf of HQ SACT.
- (e) “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.
- (f) The term “HQ SACT” shall refer to Headquarters Supreme Allied Commander Transformation.
- (g) The term “ACT” shall refer to Allied Command Transformation.
- (h) The term “NATO” shall refer to the North Atlantic Treaty Organisation.
- (i) The term “days” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

**4. Eligibility**

This RFP is open to governmental or commercial entities:

- (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 country and countries in which this contract is to be performed, at the time of bidding. Has performed the desired past performance including size, cost and scope, as described in this RFP.

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- (c) **All proposed key personnel on this requirement must be citizens of a NATO member nation.**

**5. Duration of Contract**

- (a) The contract awarded shall be effective upon date of award.
- (b) Period of Performance:
  - 1. Base Period: **01 JAN 2025 – 31 DEC 2025**
  - 2. Option Periods:
    - a. **01 JAN 2026 – 31 DEC 2026**
    - b. **01 JAN 2027 – 31 DEC 2027**
    - c. **01 JAN 2028 – 31 DEC 2028**
    - d. **01 JAN 2029 – 31 DEC 2029**

Option periods shall be exercised at the sole discretion of the HQ SACT Contracting Officer, based on satisfactory work performance, availability of funding, and ongoing evolving requirements.

**6. Exemption of Taxes**

In accordance with the agreements (Article VIII of the Paris Protocol dated, 28 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 RFP 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 RFP 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. If this RFP is cancelled, any/all received bids shall be returned unopened, per the bidder's request.

**8. Bidder Clarifications**

- (a) Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this RFP, terms, clause, provision or specifications, shall be requested in writing, from the Contracting Officer. All Contracting Officers listed on this RFP must receive such requests via email for clarification no later than **11 NOV 2024**.
- (b) In lieu of a bidder's conference, HQ SACT invites bidders to submit technical and

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contractual questions not later than **11 NOV 2024**.

- (c) 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 incorporated into this RFP. Verbal Interpretations shall not be binding.

**9. Bid closing date**

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **9 DEC 2024, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**. No bids shall be accepted after this date and time. **No hard copy proposals will be accepted**. Please see paragraph 12 for more details.

**10. 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 RFP. 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.

**11. Content of Proposal**

The proposal shall consist of 2 separate single PDF documents (Technical / Price) sent via e-mail as per the instructions. No hard copy proposals will be accepted. The E-mailed PDF documents shall be received no later than **9 December 2024, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**.

- (a) A table of contents for the entire proposal (See Enclosure #1);
- (b) The bidder's full name, address, Point of Contacts, Email, Telephone, Fax number, Internet Site;
- (c) Compliance statement (See Enclosure#2);
- (d) Past performance (See Enclosure #3);
- (e) List of key personnel.
- (f) Provision of technical and price volumes (See Enclosure #4 –Excel Spreadsheet);
- (g) Best Value Compliance matrix (See Annex A to Statement of Work).

**12. Proposal Submission**

- (a) Proposals shall be submitted electronically in a two separate PDF documents, one containing the **Technical Proposal** and one containing the **Price Proposal**, each e- mailed separately to:

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Technical proposal: [hqsact.techproposal@nato.int](mailto:hqsact.techproposal@nato.int)

Price proposal: [hqsact.priceproposal@nato.int](mailto:hqsact.priceproposal@nato.int)

- (b) E-mail subjects shall include the solicitation information along with **company name** (for example: RFP -ACT-SACT-24-107/ RFP -ACT- SACT-24-107). **Allow sufficient time in sending your submission should you encounter e-mail size challenges.**
- (c) **Price proposals shall be in U.S. Dollar currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- (d) Prices shall be on a **Firm Fixed Price Basis** and include any relevant discount schedule.
- (e) No verbal bids or verbal modifications or telephonic bids shall be considered.
- (f) It is the ultimate responsibility of a prospective bidder prior to submission that all proposal submissions are reviewed to ensure they meet the technical, contractual and administrative specifications and that offers meet the limitations and expressed conditions.

### 13. Late Proposals

- (a) It is solely the bidder's responsibility that every effort is made to ensure that the proposal reaches HQ SACT prior to the established closing date and time. No late bids shall be considered.
- (b) **A delay in an e-mail exchange due to server or size restrictions does not constitute a delay by NATO.**

### 14. 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 or facsimile, with attention to the HQ SACT Contracting Officer.

### 15. Bid Evaluation

- (a) The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance, of the products or services requested, shall be the responsibility of HQ SACT. Such determinations shall be consistent with the evaluation criteria specified in the RFP. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.
- (b) HQ SACT reserves the right conduct pre-award discussions to accurately assess identified technical competencies. Discussions will be limited to scope of this RFP and the evaluation criteria identified.
- (c) Proposals shall be evaluated and awarded taking into consideration of the following factors:

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1. Successful administrative submission of bid packages as requested in paragraph 11 and as listed in this RFP.
2. Successful determination of compliance. (Compliant/Non- compliant).
3. Technical factors / pricing factors rated the following: Technical / Price 70/30 (Best Value Compliant Offer).
4. Technical clarifications as determined may be conducted.
5. Acceptance of HQ SACT General Terms and Conditions.

**16. Proposal Clarifications**

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

**17. Award**

- (a) HQ SACT intends to award a firm fixed price contract to the Offeror whose proposal represents the **Best Value** offer to NATO. **Partial awards shall not be considered.**
- (b) HQ SACT will collect information from references provided by the Offeror in regard to its past performance. Contractors must provide authorization to contact references.
- (c) HQ SACT reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this RFP.

**18. Communications**

All communication related to this RFP, 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 personnel in regard to this RFP. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

**19. Points of Contact:**

**(PLEASE INCLUDE ALL BELOW ON ALL CORRESPONDENCE)**

LCDR Margaret Anderson, ACT Contracting Officer,

757-747-3699, Margaret.anderson@nato.int

Louise Syms, ACT Contracting Specialist

757-747-3788, [louise.syms@nato.int](mailto:louise.syms@nato.int)

**Enclosure 1: Proposal Content / Checklist**



## **PROPOSAL CONTENT / CHECKLIST**

### Table of Contents

- ☐ Bidder's name, address, POC, Contact numbers, email address.
- ☐ Compliance Statement.
- ☐ Past Performance (including References).
- ☐ List of Key Personnel.
- ☐ Technical Proposal.
- ☐ Price Proposal (Excel worksheet – Annex B - provides mandatory price proposal format)

## **Enclosure 2: Compliance Statement**

**RFP-ACT-SACT-24-107****COMPLIANCE STATEMENT TO SEALED BID RFP-ACT-SACT-24-107**

It is hereby stated that our company has read and understands all documentation issued as part of RFP-ACT-SACT-24-107. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of RFP-ACT-SACT-24-107 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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-----	-----
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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 RFP 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.

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**Enclosure 3: Past Performance Information Form**

**(Company is required to submit minimum of one – references may be submitted in lieu of past performance).**

**PAST PERFORMANCE INFORMATION FORM**

Contracting Entity:

Contract No:

1. Type of Contract (Firm Fixed Price, IDIQ, Requirements):
2. Title of Contract:
3. Description of Work Performance and Relevance to Current Acquisition (Type of facility, capacity, estimated patronage, summary of staff used):
4. Contract Dollar Amount:
5. Period of Performance:
6. Name, Address, Fax and Telephone No. of Reference:
7. Indicate Whether Reference Acted as Prime or Sub-contractor:
8. Comments regarding compliance with contract terms and conditions:
9. Complete Contact Information for client:
10. Permission to contact client for reference: Yes/ No

**Name/Signature of Authorized Company Official**

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**This Enclosure is designed to assist the respective company provide HQ SACT with all necessary documents/information required. For clarification, please refer to bidding instructions in part 1 of subject solicitation.**

**RFP-ACT-SACT-24-107****Enclosure 4: Price Proposal****SUBJECT: RFP-ACT-SACT-24-107**

Proposed rates must be fully “loaded” [G&A, O/H, etc.], however they must not include per diem (meals & lodging) and travel. Travel (and related expenses) will not be covered under this contract but handled separately in accordance with the ACT financial Manual. <https://www.act.nato.int/images/stories/budfin/afm24.pdf>

Please find on behalf of **Insert: Company Name** to provide HQ SACT with services (collectively referred as “ITEMS”), subject to the provisions, terms and conditions stated in RFP-ACT-SACT-24-107 and the “**Insert: Company Name Technical Proposal**”, submitted in accordance with solicitation provisions.

Deliverables  (Refer to Annex A for further scope of each deliverable)	Performance Period	Performance Period	Performance Period
	01 JAN 2025 – 31 DEC 2025	01 JAN 2026 – 31 DEC 2026	01 JAN 2027 – 31 DEC 2027
WP#1.1 Provision of e-Commerce System	\$	\$	\$
WP#1.2 Delivery of supplies to designated building areas.	\$	\$	\$
WP#1.3 Delivery of expected items listed in ANNEX A, Section 4(m).	\$	\$	\$
<b>Total</b>			

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Deliverables  (Refer to Annex A for further scope of each deliverable)	Performance Period	Performance Period	Total Cost
	01 JAN 2028 – 31 DEC 2028	01 JAN 2029 – 31 DEC 2029	
WP#1.1 Provision of e-Commerce System	\$	\$	\$
WP#1.2 Delivery of supplies to designated building areas.	\$	\$	\$
WP#1.3 Delivery of estimated supplies listed in ANNEX A, Section 4(m).	\$	\$	\$
<b>Total</b>			

Please verify and acknowledge propriety of above, by duly completing signatures on the next page.

**Authorizing Company Official:**

Printed  
Name: \_\_\_\_\_

Position: \_\_\_\_\_

Title: \_\_\_\_\_

Authorizing Company  
(Signature): \_\_\_\_\_

Date: \_\_\_\_\_

**Company Name Witness Official:**

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Title: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ANNEX A: STATEMENT OF WORK (SOW) PROVISION OF SUPPLY ORDERING SYSTEM**

### **1. Introduction**

Allied Command Transformation (ACT) is NATO's leading agent for change: driving, facilitating, and advocating the continuous improvement of Alliance capabilities to maintain and enhance the military relevance and effectiveness of the Alliance. The main objectives of ACT are providing appropriate support to NATO missions and operations; leading NATO military transformation; improving relationships, interaction and practical cooperation with partners, nations and international organizations. ACT therefore leads Alliance concept development, capability development, training and lessons learned initiatives and provides unfettered military support to policy development within NATO.

### **2. Background and Scope of Work**

HQ SACT requires the provision of office supplies and goods on a regularly occurring basis. To this end, NATO requires the ability to place orders for HQ SACT selected office supplies via an online function (website or application). Additionally, the selected contractor shall provide desktop delivery within designated HQ SACT office spaces a minimum of once weekly.

### **3. Type of Contract and Period of Performance**

(a) **Type of Contract:** Firm Fixed Price, Deliverables-based contract.

(b) **Period of performance:**

1. Base Period: **01 JAN 2025 – 31 DEC 2025**
2. Option Periods:
  - a. **01 JAN 2026 – 31 DEC 2026**
  - b. **01 JAN 2027 – 31 DEC 2027**
  - c. **01 JAN 2028 – 31 DEC 2028**
  - d. **01 JAN 2029 – 31 DEC 2029**

### **4. Surge Capability**

(a) A surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in support (Deliverable) to meet new requirements within the scope of the existing Statement of Work. The contractor shall be prepared to evaluate requirements and submit a price proposal for any new in scope requirement for consideration by HQ SACT. Surge proposals will be evaluated by the Contracting Officer for fair and reasonable pricing and should be developed based upon the same pricing structure as the original contract proposal. The rate for surge effort shall not

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exceed the base/option year rate. Surge requirements will be incorporated by formal contract modification. Requests for pricing are made on a non-committal basis and do not constitute a formal commitment by HQ SACT to contract for additional work; supplier will not be reimbursed costs for preparing price proposals or other related expenses in response to a surge request.

(b) HQ SACT surge efforts will not exceed 80% of the annual contract value or 80% of the cumulative contract value. Requests to surge from other organisations outside of HQ SACT are not counted against the HQ SACT when calculating the surge tolerances.

(c) Address for additional surge location:

Joint Force Command Norfolk (JFCNF), BLDG NH-19 and Modular Trailer, 1486 Blandy Road, Norfolk, Virginia 23551-2490.

**5.Tasking and Deliverables**

- (a) Contractor will provide and maintain an e-commerce website (either new or existing) available to designated SACT users with the ability to access supplier catalog.
- (b) E-commerce systems allow assignment of individual username and password for SACT personnel as designated by the COTR (to limit amount of NATO users who can make purchases).
- (c) The option to have administrative preapproval for purchases made by users is required.
- (d) HQ SACT Site Administrator shall have access to weekly/monthly usage reports by division and/or authorized user.
- (e) HQ SACT Site Administrator shall have access to daily account balance and payment information.
- (f) HQ SACT Site Administrator shall coordinate with the vendor to determine dates for deliveries.
- (g) Contractor shall provide desktop delivery one to two days weekly as required, with the ability to expand the frequency of delivery if determined necessary. Desktop delivery will be made to designated personnel within each section/branch.
- (h) Vendor will provide deliveries the next day for urgent requirements upon request and approval from the designated HQ SACT Site Administrator.
- (i) HQ SACT Administrator shall have the ability to select and place an order against established purchase order number or manually enter a separate purchase order number.
- (j) All orders placed against established purchase order will be assigned a sequential tracking number by the e-commerce system upon approval and submission.
- (k) Contractor shall provide a catalog for each authorized user and update as changes are available.

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- (l) Contractor shall provide a functioning website.
- (m) Expected items to be ordered:



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Item Number	Name	Approx. Annual Demand	Alt Item Number	Description
QUACO284	ENVELOPE,SEC,#10,24#,SFS,WW	11	UNV36101	Self-Seal Security Tint Business Envelope, #10, Square Flap, Self-Adhesive Closure, 4.13 x 9.5, White, 500/Box
JDK400065001	NOTEBOOK,RULED,SFT CVR,BK	34	JDK400065000	Flexible Cover Casebound Notebooks, SCRIBZEE Compatible, 1-Subject, Wide/Legal Rule, Black Cover, (71) 8.25 x 5.75 Sheets
BICDECFP41ASST	MARKER,DE,GE BLD,AST	10	BICGDEP41ASST	Intensity Low Odor Fine Point Dry Erase Marker, Fine Bullet Tip, Assorted Colors, 4/set
REDA7EBLK	NOTEBOOK,HARD CVR,EXEC,BK	6	REDA10200EBLK	EcoLogix NotePro Executive Notebook, 1-Subject, Medium/College Rule, Black Cover, (100) 11 x 8.5 Sheets
MMM654	POST-IT,SUPERSTICKY,3X3,AST	8	MMM6545UC	Original Pads in Floral Fantasy Collection Colors, 3" x 3", 100 Sheets/Pad, 5 Pads/Pack
BOR380812	BOOK,MEMO,FAINT,5X3,72SH,BLK	8	UNV20453	Wirebound Memo Book, Narrow Rule, Red Cover, (50) 5 x 3 Sheets, 12/Pack
BICMMP31	PEN,BP,RTR,4COL,MED,AST	11	BICMMP31	PEN,4 COLOR, RET,3/PK,AST
DAX2863V2X	FRAME,DOCUMENT,16X20,BLK	20	DAX2863V2X	Black Solid Wood Poster Frames With Plastic Window, Wide Profile, 16 X 20
HOD3962	CALENDAR,WRITE ON/WIPE OFF	6	HOD3962	Recycled Poster Style Reversible/Erasable Yearly Wall Calendar, 66 x 33, White/Blue/Gray Sheets, 12-Month (Jan to Dec): 2024
HBGPROPENT3HBK	NOTEBOOK,PRO LARGE,BK	7	HBG701139	Hard Cover Notebook, 1-Subject, Quadrille Rule, Black Cover, (120) 8.25 x 5 Sheets
UNV10302	FOLDER,CLASS,6-SECTION,LTR,GRN	8	UNV10302	Bright Colored Pressboard Classification Folders, 2" Expansion, 2 Dividers, 6 Fasteners, Letter Size, Emerald Green, 10/Box
HOD3960	CALENDAR,WALL,LAM,BLU	6	HOD3960	Recycled Poster Style Reversible/Erasable Yearly Wall Calendar, 18 x 24, White/Blue/Gray Sheets, 12-Month (Jan to Dec): 2024
HOD124	PAD,DESK,CAL,22X17,BLK	7	HOD124	Recycled One-Color Refillable Monthly Desk Pad Calendar, 22 x 17, White Sheets, Black Binding/Corners,12-Month(Jan-Dec): 2024

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HOD3961	PLANNER,WALL,LAM,2SIDED,32X48	9	HOD3961	Recycled Poster Style Reversible/Erasable Yearly Wall Calendar, 32 x 48, White/Blue/Gray Sheets, 12-Month (Jan to Dec): 2024
HOD1646	DESK PD,CALENDAR,CMPCT	253	HOD1646	Recycled Two-Color Monthly Desk Pad Calendar with Notes Section, 18.5 x 13, Blue Binding/Corners, 12-Month (Jan-Dec): 2024
AAG70620130	PLANNER,NB,1PPD,6X9,GRY	6	AAG70620130	One-Day-Per-Page Planning Notebook, 9 x 6, Dark Brown/Orange Cover, 12-Month (Jan to Dec): 2024
AAGPM21228	PLANNER,WLL,YR,24X36,2SD,V/H	15	AAGPM21228	Vertical/Horizontal Wall Calendar, 24 x 36, White/Blue/Red Sheets, 12-Month (Jan to Dec): 2024
AAG7095005	PLANNER,WEEKLY	17	AAG7095005	Weekly Appointment Book, 11 x 8.25, Black Cover, 13-Month (Jan to Jan): 2024 to 2025
AAG7026005	PLANNER,MONTHLY,13-MTH,9X11	30	AAG7026005	Monthly Planner, 11 x 9, Black Cover, 15-Month (Jan to Mar): 2024 to 2025
AAGSK70000	DESK PD,13MO,QN,22X17	9	AAGSK70000	QuickNotes Desk Pad, 22 x 17, White/Blue/Yellow Sheets, Black Binding, Clear Corners, 13-Month (Jan to Jan): 2024 to 2025
AAGG520H00	BOOK,APPT,WK,PRO,8X11,HC,BLK	5	AAGG520H00	DayMinder Hardcover Weekly Vertical-Column Format Appointment Book, 11 x 8, Black Cover, 12-Month (Jan to Dec): 2024
AAGSK2400	CALENDAR,DESKPAD,12-MONTH	10	AAGSK2400	Ruled Desk Pad, 22 x 17, White Sheets, Black Binding, Black Corners, 12-Month (Jan to Dec): 2024
SAN1734918	PEN,RB,RTR,VSN NDL,XF,BLK	12	UBC1734918	PEN,UB,VISION,NEEDLE,0.5,BK
REDC171101	CALENDAR,WALL,MO,8X11	25	REDC171101	Twin-Wirebound Wall Calendar, One Month per Page, 8 x 11, White Sheets, 12-Month (Jan to Dec): 2024
BAU66010	TAPE,MAGNETIC,ADH,10'X.5"	10	BAU66010	Adhesive-Backed Magnetic Tape, 0.5" x 10 ft, Black
BVCFLX04201MV	EASEL,INSTANT,3LEG,LW,BK	10	BVCFLX04201MV	Instant Easel, 61.5" High, Black, Steel, Lightweight
ZEB88112	PEN REFL,GEL,JK,MED,BLK	5	ZEB88112	Refill For Zebra Jk G-301 Gel Rollerball Pens, Medium Conical Tip, Black Ink, 2/pack
UNV35672	NOTE,STICK-IT,3X5,YEL	12	UNV35672	Self-Stick Note Pads, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pack
SMD81351	COVER,REPORT,PSBD,DBL	85	SMD81351	Prong Fastener Pressboard Report Cover, Two-Piece Prong Fastener, 3" Capacity, 8.5 X 11, Dark Blue/dark Blue
BOSSBS1914CP	STAPLES,STD,CHISEL POINT	10	BOSSBS1914CP	Standard Staples, 0.25" Leg, 0.5" Crown, Steel, 5,000/box

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SMD73231	PKT,LTR,EXP 3-1/2,RED,73231	75	SMD73231	Colored File Pockets, 3.5" Expansion, Letter Size, Red
JDKF67010	NOTEBOOK,RLD/PRF,A6,POLY,BK/RD	10	JDKF67010	Flexible Cover Twinwire Notebooks, SCRIBZEE Compatible, 1-Subject, Wide/Legal Rule, Black Cover, (70) 5.88 x 4.13 Sheets
UNV95224	BOX,STORAGE,WHT	7	UNV95224	Heavy-Duty Fast Assembly Lift-Off Lid Storage Box, Letter/legal Files, White, 12/carton
SMD73243	PKT,LTR,EXP 5.25,YW	10	SMD73243	Colored File Pockets, 5.25" Expansion, Letter Size, Yellow
AVE15766	BINDER,3RG,FLEXI-VIEW,.5",NVY	65	AVE15766	Flexi-View Binder With Round Rings, 3 Rings, 0.5" Capacity, 11 X 8.5, Navy Blue
BOR96304	BOOK,ACCT,REC,5.25X8,144PG	25	BOR96304	Record And Account Book With Red Spine, Custom Rule, Black/red/gold Cover, 7.5 X 5 Sheets, 144 Sheets/book
AVE05731	BINDER,VIEW,3RG,ECON,2",WHT	12	AVE05731	Economy View Binder With Round Rings , 3 Rings, 2" Capacity, 11 X 8.5, White, (5731)
HBGMBL17	NOTEBOOK,HARD,PLAIN,LG,BK	6	JDKE66857	Hardcover Casebound Notebooks, SCRIBZEE Compatible, 1-Subject, Wide/Legal Rule, Black Cover, (96) 8.25 x 5.63 Sheets
JDKE66857	NOTEBOOK,CSBND,RLD,8.1/4X5.7	38	JDKE66857	Hardcover Casebound Notebooks, SCRIBZEE Compatible, 1-Subject, Wide/Legal Rule, Black Cover, (96) 8.25 x 5.63 Sheets
CRD50232	BINDER,SHOWFILE,24PKT,BLK	15	CRD50232	ShowFile Display Book with Custom Cover Pocket, 24 Letter-Size Sleeves, Black
AVE11081	INDEX,RI8TAB,TOC,RCY3,AST	7	AVE11081	Customizable Table Of Contents Ready Index Dividers With Multicolor Tabs, 8-Tab, 1 To 8, 11 X 8.5, White, 3 Sets
JDKE67009	NOTEBOOK,WB,RLD/PRF,POLY,A5	10	JDKE67009	Flexible Cover Twinwire Notebooks, SCRIBZEE Compatible, 1-Subject, Wide/Legal Rule, Black Cover, (70) 8.25 x 5.63 Sheets
DBL220301	COVER,RPT,DURACLIP,30SH,BLK	305	DBL220301	Duraclip Report Cover, Clip Fastener, 8.5 X 11, Clear/black, 25/box
AVE5305	CARDS,LSR/INKJT,MED,WE	83	AVE5305	Medium Embossed Tent Cards, White, 2.5 X 8.5, 2 Cards/sheet, 50 Sheets/box
AVE11141	INDEX,RDY,1-12,MI	5	AVE11141	customizable toc ready index multicolor tab dividers, 12-tab, 1 to 12, 11 x 8.5, white, traditional color tabs, 1 set
AVE5302	CARD,TENT,L/I,2X3.5	34	AVE5302	Small Tent Card, White, 2 X 3.5, 4 Cards/sheet, 40 Sheets/pack
SMD87854	CVR,REPT,2-PKT,LTR,DBLUE,25/BX	12	SMD87854	Two-Pocket Folder, Textured Paper, 100-Sheet Capacity, 11 X 8.5, Dark Blue, 25/box
SMD70488	FILE,EXP,12X10,MO,LL	10	SMD70488	TUFF Expanding Open-Top Stadium File, 12 Sections, 1/12-Cut Tabs, Letter Size, Redrope

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JDKD66174	NOTEBOOK,CSBND,RLD,A4,BLK/RED	23	JDKD66174	Hardcover Casebound Notebooks, SCRIBZEE Compatible, 1-Subject, Wide/Legal Rule, Black Cover, (96) 11.75 x 8.25 Sheets
UNV84622	POUCH,LAM,LTR,3MIL,CLR	10	UNV84622	Laminating Pouches, 3 Mil, 9" X 11.5", Gloss Clear, 100/box
SAM80850	HOLDER,CARD,BUS,BLK	10	SAM80850	Professional Vinyl Business Card File, Holds 160 2 x 3.5 Cards, 4.75 x 10.25, Black
SWI35450	STAPLES,STD,CH PT,5M/PLSTC BX	10	SWI35450	S.F. 4 Premium Staples, 0.25" Leg, 0.5" Crown, Steel, 5,000/Box
REDA8004	JOURNAL,EXEC,DA VINCI,11X8.5	6	REDA8004	Da Vinci Notebook, 1-Subject, Medium/College Rule, Tan Cover, (75) 11 x 8.5 Sheets
MMM6705AU	POST-IT,PLN,1.5X2,ULTRAASST	13	MMM6705AU	Page Flag Markers, Assorted Colors,100 Flags/pad, 5 Pads/pack
OXF57538	PORTFOLIO,2PKT,LTR,DBL	19	OXF57538	Twin-Pocket Folder, Embossed Leather Grain Paper, 0.5" Capacity, 11 X 8.5, Dark Blue, 25/box
USS5915	STAMP,DIY,SFI,ECON, .75X1.87	26	USS5915	Printy Do It Yourself Self-Inking Message Stamp, 0.75" x 1.88", Black
SMD68164	POCKET,CARD,6X4,SS,VNL	10	SMD68164	Self-Adhesive Poly Pockets, Top Load, 6.25 x 4.56, Clear, 100/Box
MMM658	TAPE,CVR-UP,POST-IT,3LN,1X700	6	MMM658	Labeling and Cover-Up Tape, Non-Refillable, Clear Applicator, 1" x 700"
SWI54501	STAPLER,FULL STRIP,BLK,ECON	10	SWI54501	Standard Full Strip Desk Stapler, 20-Sheet Capacity, Black
SAN69000	PEN,GEL,UNI,VSNELT,BK	10	UBC69000	VISION ELITE Hybrid Gel Pen, Stick, Extra-Fine 0.5 mm, Black Ink, Black/Clear Barrel
MMM659YW	POST-IT,PLN,4X6,YW	8	MMM659YW	Original Pads in Canary Yellow, 4" x 6", 100 Sheets/Pad, 12 Pads/Pack
BAU68424	HOLDER,ID,RETRAC,BK	14	BAU68424	Id Slide-Style Belt Clip Card Reels, 30" Extension, Black, 25/pack
PIL38600	PEN,GEL ROLLER,XFN BLK,P500	5	PIL38600	Precise P-500 Gel Pen, Stick, Extra-Fine 0.5 Mm, Black Ink, Black Barrel, Dozen
MMMDS330SSVA	POP UP SUPER STICKY VALUE P	5	MMMDS330SSVA	Pop-up Dispenser Value Pack, For 3 x 3 Pads, Black/Clear, Includes (12) Marrakesh Rio de Janeiro Super Sticky Pop-up Pad
MMM680WE2	FLAGS,POSTIT,1",100,WE	10	MMM680WE2	Standard Page Flags in Dispenser, White, 50 Flags/Dispenser, 2 Dispensers/Pack

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UNV20981	BINDER,VIEW,11X8.5,2",BLK	8	UNV20981	Economy Round Ring View Binder, 3 Rings, 2" Capacity, 11 X 8.5, Black
CRD84013	DIVIDER,8 TAB,TRS	6	CRD84013	Expanding Pocket Index Dividers, 8-Tab, 11 x 8.5, Assorted, 1 Set
CLI89007	CARD,PVC,VDO,GRD,WHT	6	CLI89007	PVC ID Badge Card, 3.38 x 2.13, White, 100/Pack
OXF29900235BGD	HOLDER,CERTIFICATE,DBL	20	OXF29900235BGD	Certificate Holder, 11.25 x 8.75, Dark Blue, 5/Pack
MEA06074	NOTEBOOK,BUS,LR,5X8,20#,BLK	8	MEA06074	Wirebound Business Notebook, 1-Subject, Wide/Legal Rule, Black Linen Cover, (80) 8 x 5 Sheets
MMM6756SSUC	NOTES,SPRSTKY,4X4,LND	9	MMM6756SSUC	Pads in Energy Boost Collection Colors, Note Ruled, 4" x 4", 90 Sheets/Pad, 6 Pads/Pack
AVE47985	PORTFOLIO,2PKT,DBL	5	AVE47985	Two-Pocket Folder, 40-Sheet Capacity, 11 X 8.5, Dark Blue, 25/box
AVE05706	BINDER,VIEW,3RG,ECON,.5",WHT	193	AVE05706	Economy View Binder With Round Rings , 3 Rings, 0.5" Capacity, 11 X 8.5, White, (5706)
AVE05710	BINDER,VIEW,3RG,ECON,1",BLK	10	AVE05710	Economy View Binder With Round Rings , 3 Rings, 1" Capacity, 11 X 8.5, Black, (5710)
AVE05711	BINDER,VIEW,3RG,ECON,1",WHT	12	AVE05711	Economy View Binder With Round Rings , 3 Rings, 1" Capacity, 11 X 8.5, White, (5711)
SMD64873	FRAME,HF,LGL	5	SMD64873	Steel Hanging Folder Drawer Frame, Legal Size, 23" To 27" Long, Gray, 2/pack
AVE11844	DIVIDER,RING,PPR,A2Z,AST	15	AVE11844	Customizable TOC Ready Index Multicolor Tab Dividers, 26-Tab, A to Z, 11 x 8.5, White, Contemporary Color Tabs, 1 Set
ZEB27310	PEN,F-301,BOLD,1.6MM,BK	7	ZEB27310	F-301 Ballpoint Pen, Retractable, Bold 1.6 mm, Black Ink, Stainless Steel/Black Barrel, 12/Pack
ZEB27110	PEN,BP,RTR,F301,FN,BLK,SLV/BLK	25	ZEB27110	F-301 Ballpoint Pen, Retractable, Fine 0.7 Mm, Black Ink, Stainless Steel/black Barrel
MMM6756SSAN	POST-IT,LINED,SPRSTICKY,4X4	9	MMM6756SSAN	Pads in Playful Primary Collection Colors, Note Ruled, 4" x 4", 90 Sheets/Pad, 6 Pads/Pack
IVRBLF24W	FILTER,LCD,PCY,24,WIDE,BK	17	IVRBLF24W	blackout privacy filter for 24" widescreen flat panel monitor, 16:10 aspect ratio
PIL31020	PEN,RB,GEL,RETRACT,BLK,FN	22	PIL31020	G2 Premium Gel Pen, Retractable, Fine 0.7 mm, Black Ink, Smoke/Black Barrel, Dozen
PIL31021	PEN,RB,GEL,RETRACT,BLUE,FN	7	PIL31021	G2 Premium Gel Pen, Retractable, Fine 0.7 mm, Blue Ink, Smoke/Blue Barrel, 12/Pack

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PIL31022	PEN,RB,GEL,RETRACT,RED,FN	6	PIL31022	G2 Premium Gel Pen, Retractable, Fine 0.7 mm, Red Ink, Smoke/Red Barrel, Dozen
PIL26063	PEN,RETRAC,0.5MM,BE	12	PIL26063	Precise V5rt Roller Ball Pen, Retractable, Extra-Fine 0.5 Mm, Blue Ink, Blue Barrel
PENP207C	PENCIL,MECH,.7MM,"SHARP",BE	10	PENP207C	Sharp Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Blue Barrel
PENC257BPHB6	LEAD,AST,05MM,0.7MM,HB,BK	5	PENC257BPHB6	Super Hi-Polymer Lead Refill Value Pack, 0.5 Mm; 0.7 Mm, Hb, Black, 30/tube, 6 Tubes/pack
PFX90016	ENVELOPE,VIEW,FILE,AST	10	PFX90016	Poly Envelopes, Letter Size, Assorted Colors, 4/pack
MMM683VAD1	FLAGS,POSTIT,VLUPK,1/2",AST	26	MMM683VAD1	Page Flag Value Pack, 0.5 x 1.75, Assorted Colors, 280 Page Flags, 48, 1/2" Arrows/Pack
SMD73226	PKT,LTR,EXP 3-1/2,GRN,73226	30	SMD73226	Colored File Pockets, 3.5" Expansion, Letter Size, Green
AVE24800	MARKER,PERM,MAL,LRG,CHSL,AST	12	AVE24800	Marks A Lot Large Desk-Style Permanent Marker, Broad Chisel Tip, Assorted Colors, 12/set (24800)
TOM68627	TAPE,CORRECTION,2-PCK,WE	3	TOM68627	MONO Correction Tape, Non-Refillable, Gray/Clear Applicator, 0.17" x 394", White Tape, 2/Pack
AVE05790	LABEL,C/C,PERM,.25"DIA,RED	12	AVE05790	Handwrite-Only Permanent Self-Adhesive Round Color-Coding Labels in Dispensers, 0.25" dia, Red, 450/Roll, (5790)
AVE11080	INDEX,RI5TAB,TOC,RCY3,AST	7	AVE11080	Customizable Table Of Contents Ready Index Dividers With Multicolor Tabs, 5-Tab, 1 To 5, 11 X 8.5, White, 3 Sets
AVE11135	INDEX,3-RG,READY,1-10,COLOR	5	AVE11135	Customizable TOC Ready Index Multicolor Tab Dividers, 10-Tab, 1 to 10, 11 x 8.5, White, Traditional Color Tabs, 1 Set
ZEB29411	PEN,BP,RTR,F701,FN,BLK,SLV/BLK	10	ZEB29411	F-701 Ballpoint Pen, Retractable, Fine 0.7 Mm, Black Ink, Stainless Steel/black Barrel
DBL221401	COVER,RPT,DURACLIP,60SH,BLK	10	DBL221401	Durable Duraclip® 60 Report Covers, 8 1/2" x 11", Black
EPIKG94548R	GLUE,INSTANT,HM/OFC,BUSH,5GM	10	EPIKG94548R	All Purpose Brush-On Crazy Glue, 0.18 Oz, Dries Clear
UNV28110	PAPER,XEROX/DUP,11X17,84,WHT	9	UNV28110	Copy Paper, 92 Bright, 20 lb Bond Weight, 11 x 17, White, 500 Sheets/Ream, 5 Reams/Carton
MMM686F1	TAB,FILE,INDEX,AST,6SH/PD	9	MMM686F1	Lined Tabs, 1/5-Cut, Assorted Colors, 2" Wide, 24/Pack
PENC27HB	LEAD,PCL,SUP,.7MM,HB	5	PENC27HB	Super Hi-Polymer Lead Refills, 0.7 Mm, Hb, Black, 30/tube
CHABG1251M	TAPE,MATTE,1/8X324",BLK	7	CHABG1251M	Graphic Chart Tapes, 1" Core, 0.13" X 27 Ft, Matte Black
SAN81505	ERASER,MARKER BOARD	8	SAN81505	White Board Care Dry Erase Eraser, 5.13" X 1.25"
AAG70620905	PLANNER,NB,2PG,BLK	25	AAG70620905	PLANNER,NB,2PG,BLK

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PENC25HB	LEAD,PCL,SUP,.5MM,HB	10	PENC25HB	Super Hi-Polymer Lead Refills, 0.5 Mm, Hb, Black, 30/tube
RTG76809	FLAG,PAGE,SIGN HERE,RED	5	RTG76809	Removable/reusable Page Flags, "sign Here", Red, 50/pack
UNV79000	STAPLES,SHARP PT	7	UNV79000	Standard Chisel Point Staples, 0.25" Leg, 0.5" Crown, Steel, 5,000/box
HAM162024	PAPER,COPY,11X17,WHT"TIDAL"	15	XER3R03761	Vitality Multipurpose Print Paper, 92 Bright, 20 lb Bond Weight, 11 x 17, White, 500/Ream
RED24391	PAD,EASEL,DRY ERASE,27X34	14	RED24391	Write On-Cling On Easel Pad, Unruled, 27 x 34, White, 35 Sheets
VER49174	DRIVE,V3,64GB,USB,3.0,BK	7	VER49174	Store 'n' Go V3 Usb 3.0 Drive, 64 Gb, Black/gray
SAN69024	PEN,RB,VSNELT,FN,BLU	10	UBC69024	VISION ELITE Hybrid Gel Pen, Stick, Bold 0.8 mm, Blue Ink, White/Blue/Clear Barrel
PENC505HB	LEAD,.5MM,HB,12 LEADS/PK	10	PENC505HB	Super Hi-Polymer Lead Refills, 0.5 Mm, Hb, Black, 12/tube
WZW27540SBW	FILM,28" SYSTEM 40',WH	12	UNV35600	Easel Pads/Flip Charts, Unruled, 27 x 34, White, 50 Sheets, 2/Cartron
TOP7500	PAD,LGL,JR,LR,5X8,WHT	9	TOP7500	"The Legal Pad" Ruled Perforated Pads, Narrow Rule, 50 White 5 X 8 Sheets, Dozen
TOP73507	NOTEBOOK,BUS,8.5X5.5,GPH,100SH	36	TOP73507	Color Notebooks, 1-Subject, Narrow Rule, Graphite Cover, (100) 8.5 x 5.5 White Sheets
TOP56874	NOTEBOOK,MINI WR,192SH,BLK	8	TOP56874	Idea Collective Journal, Hardcover with Elastic Closure, 1-Subject, Wide/Legal Rule, Black Cover, (96) 5.5 x 3.5 Sheets
TOP25331	NOTEBOOK,10.5X8",WIRE-O,WHT	7	TOP25331	Royale Wirebound Business Notebooks, 1-Subject, Medium/College Rule, Black/Gray Cover, (96) 10.5 x 8 Sheets
QUA10740	ENVELOPE,INVTN,4-3/8X8.75,WW	9	QUA10740	Greeting Card/Invitation Envelope, A-2, Square Flap, Redi-Strip Adhesive Closure, 4.38 x 5.75, White, 100/Box
TOP56872	NOTEBOOK,WR,240SH,BLK	20	TOP56872	Idea Collective Journal, Hardcover with Elastic Closure, 1-Subject, Wide/Legal Rule, Black Cover, (120) 8.25 x 5 Sheets
AVT91131	BADGE,HLDR/LNYRD,VERT,20	100	AVT91131	Resealable Badge Holders Combo Pack, 36" Lanyard, Vertical, Transparent Frost 3.68" x 5" Holder, 2.38" x 3.75" Insert, 20/PK
PENPD277TBP2PBC	PENCIL,MECH,TWST ERS,.7MM,PNK	6	PENPD277TBP2PBC	Twist-Erase CLICK Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Pink Barrel, 2/Pack
ROL23330	HOLDER,CARD,BUS,EXPRESSION,MAH	6	UNV08109	Business Card Holder, Holds 50 2 X 3.5 Cards, 3.75 X 1.81 X 1.38, Plastic, Black



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UNV22010	PENCIL,MECH,7MM,SMK	6	UNV22010	Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Smoke/Black Barrel, Dozen
RSS4926K	TRADAT TP-4926 W/BLACK PAD	13	USSP4911BK	T4911 Printy Replacement Pad for Trodat Self-Inking Stamps, 1.5" x 0.56", Black
ITA30001	HIGHLIGHTER,DSK,CHSL,FL AST	7	ITA30001	HIGHLIGHTER,DSK,CHSL,FL AST
UNV40304	CLIPBOARD,STD CLIP,LTR	5	UNV40304	Hardboard Clipboard, 1.25" Clip Capacity, Holds 8.5 x 11 Sheets, Brown
AAG70621005	PLANNER,NB,6X9,2PG,BLK	35	UNV71000	Weekly Planner, 11 x 8, Black Cover, 14-Month, Dec 2023 to Jan 2025
UNV72210	CLIP,#1,GEM,SMOOTH	6	UNV72210	Paper Clips, #1, Smooth, Silver, 100 Clips/Box, 10 Boxes/Pack
BSN36551	CLIP,BINDER,MED,12EA	17	BSN36551	CLIP,BINDER,MEDIUM,12PC,BK
UNV39913	PEN,GEL,RTR,MED,BLU	5	UNV39913	Comfort Grip Gel Pen, Retractable, Medium 0.7 mm, Blue Ink, Clear/Blue Barrel, Dozen
TOP63795	NOTEBOOK,COMPOSITION,WHT	16	TOP63795	Composition Book, Wide/Legal Rule, Black Marble Cover, (100) 9.75 x 7.5 Sheets
TOP25472	BOOK,STENO,GRG,6X9,WHT,70SH	5	TOP25472	Steno Pads, Gregg Rule, Tan Cover, 70 White 6 X 9 Sheets
UNV96920PK	PADS,STENO,6X9,80SH,6,WH	16	UNV96920PK	Steno Pads, Gregg Rule, Red Cover, 80 White 6 X 9 Sheets, 6/pack
DBL220357	COVER,REPORT,BNDR FRE,GPH	10	DBL220357	DuraClip Report Cover, Clip Fastener, 8.5 x 11, Clear/Graphite, 25/Box
DAXN4100S3T	FRAME,11X14,GENOVA,BLK	5	AVTVS4501B114	FRAME,DOC,11X14,ROSEWOOD
HBGMBL14	NOTEBOOK,HARD,RULED,LG,BK	7	UNV66353	Casebound Hardcover Notebook, 1-Subject, Wide/Legal Rule, Black Cover, (150) 10.25 x 7.63 Sheets
DAXN2709S6T	FRAME,GOLD ACCENT LINE,BLK	6	UNV76848	All Purpose Document Frame, 8.5 x 11 Insert, Black, 3/Pack
UNV39912	PEN,GEL,RTR,MED,BLK	6	UNV39912	Comfort Grip Gel Pen, Retractable, Medium 0.7 mm, Black Ink, Clear/Black Barrel, Dozen
UNV96920	BOOK,STENO,GREGG,80SH,WHT	10	UNV96920	Steno Pads, Gregg Rule, Red Cover, 80 White 6 X 9 Sheets
DAXN15786ST	FRAME,DOCUMENT,11X14,WD,RSW	6	NUD10570	Ez Mount Document Frame With Trim Accent And Plastic Face, Plastic, 8.5 X 11 Insert, Black
DAXN3028N1T	FRAME,8.5X11,PRESTIGE,WAL	20	NUD10570	Ez Mount Document Frame With Trim Accent And Plastic Face, Plastic, 8.5 X 11 Insert, Black
UNV21125	PROTECTOR,SHEET,LTR,TPLD,CLR	13	UNV21125	Top-Load Poly Sheet Protectors, Standard, Letter, Clear, 100/box



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BSN36550	CLIP,BINDER,SM,12EA	10	BSN36550	CLIP,BINDER,SMALL,12PC,BK
SAN25025	HI-LITER,DESK,FL YEL,MAJ ACCNT	5	SAN25025	Tank Style Highlighters, Fluorescent Yellow Ink, Chisel Tip, Yellow Barrel, Dozen
BSN65650	REMOVER,STAPLE	6	BSN65650	REMOVER,STAPLE
SAN81045	MARKER ST,DE,EXPO,CHSL,16COL	6	SAN81045	Low-Odor Dry-Erase Marker, Broad Chisel Tip, Assorted Colors, 16/set
BSN65261	CARD,INDEX,4X6,RULED,WHITE	7	BSN65261	CARD,INDEX,RULED,4X6,WE
UNV20946	NOTEBOOK,COMP,COLG,6PK,BK	6	UNV20946	Composition Book, Medium/College Rule, Black Marble Cover, (100) 9.75 x 7.5 Sheets, 6/Pack
SAN80074	MARKER,DE,EXPO,CHSL,4COL	10	SAN80074	Low-Odor Dry-Erase Marker, Broad Chisel Tip, Assorted Colors, 4/Set

**RFP-ACT-SACT-24-107****6. Essential Qualifications**

- (a) Capability to create and maintain a new or existing e-commerce website available to designated SACT users with the ability to access supplier catalog.
- (b) The ability of delivering personnel to acquire and maintain for the duration of the contract a NATO Secret Security Clearance or National equivalent.
- (c) Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) 3333 - Listening, Speaking, Reading and Writing) or equivalent.
- (d) Ability to provide desktop delivery to designated personnel within each section/branch one to two days weekly as required, with the ability to expand the frequency of delivery if determined necessary.
- (e) Ability to assign preapproval authority to HQ SACT site administrator.

**7. Schedule of Delivery**

Delivery of tasking shall be in accordance with the general schedule outlined in **Annex A: Section 4** and approved by the COTR. Deviation from this schedule must be coordinated with the COTR in events such as inclement weather, holidays, or some other event that may detrimentally impact delivery.

**8. Proof of Past Performance**

The contractor is to provide a minimum of one past performance citation (for work within the past five years) to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW.

- (a) Summary of work performed that directly relates to this SOW;
- (b) Outcome of abovementioned work performed;
- (c) Summary of staff used (by number and position);
- (d) Name of client and contact information;
- (e) Date of work performance;
- (f) Written permission to contact client for reference.

**9. Place of Performance**

Contractor's personnel are expected to perform the required work onsite at HQ SACT, 7857 Blandy Road, Norfolk, Virginia.

**10. Furnished Materials**

- (a) **NATO Supplied:** N/A
- (b) **Contractor Supplied:** Any equipment, tools, software, or any other supplies necessary to complete the assessment and produce the deliverables according to Annex A, Section

**11. Physical Security**

Personnel details are to be supplied as requested to allow access to HQ SACT, if

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required. All contractor personnel shall abide by the security restrictions regarding carrying and using electronic devices (e.g. laptops, cell phones) in all NATO facilities. The Supplier(s) shall be responsible for satisfying the necessary clearance requirements before bringing any such device into a NATO facility.

**12. Building / Installation Access**

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

**ANNEX B: Compliance Matrix**

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Contractor technical proposal will be assessed based on criteria mentioned in the following table. HQ SACT reserves the right to conduct technical discussions with contractor. Ultimately, companies shall clearly demonstrate by providing unequivocal explanation to where and how it meets the criteria set forth in this solicitation. The Contractor must demonstrate their experience and expertise in the subject matter, in which will be graded in accordance with the Grading Matrix.

<b>CRITERIA</b>	<b>COMPLIANT / NON-COMPLIANT</b>	<b>Bidders Statement of Compliance – Bidder shall specifically reference the information within the proposal (page/paragraph) that demonstrates compliance with the criteria.</b>
Minimum of one past performance citation within the last seven years to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW.		
Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) 3333 - Listening, Speaking, Reading and Writing) or equivalent.		
Proposed delivery personnel hold Active NATO or National SECRET (or higher) security clearance.		
Key personnel citizen of NATO member nation (Nationality must be indicated to include other citizenships).		
Capability to create and maintain a new or existing e-commerce website available to designated SACT users with the ability to access supplier catalog.		
Ability to provide desktop delivery to designated personnel within each section/branch one to two days weekly as required, with the ability to expand the frequency of delivery if determined necessary.		
Ability to assign preapproval authority to HQ SACT site administrator.		