



NORTH ATLANTIC TREATY ORGANISATION

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

NATIONAL COMPETITIVE BID

NCB-ACT-SACT-25-77

Fiber Installation

Bidding Instructions

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BIDDING INSTRUCTIONS

1. General

This is a Firm Fixed Price deliverable 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 UNDER CONTRACTOR INFORMATION.

2. Classification

This National Competitive Bid (NCB) 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 NCB.
- (b) The term “Bidder” shall refer to the bidding entity that has completed a bid in response to this NCB.
- (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 NCB 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 NCB shall, unless otherwise stated, be interpreted as meaning calendar days.

4. Eligibility

This NCB is open to governmental or commercial entities:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.
- (b) Working in the required field and legally authorised to operate in the country or countries in which this contract is to be performed at the time of bidding.
- (c) Has performed the desired past performance including size, cost and scope, as described in this NCB.
- (d) **All proposed key personnel on this requirement must be citizens of a**

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NATO member nation.

5. Duration of Contract

- (a) The contract awarded shall be effective upon date of award.
- (b) **Period of Performance:** The contract period of performance is from 13 October to 31 December 2025.

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 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 3 (three) calendar days prior to the bid closing date.
- (b) Bidder's Conference will take place on **09 September 2025**, at 1000 hours, Eastern Time, Norfolk, Virginia, USA. with interested potential Bidders at HQ SACT, 7857 Blandy Road, Norfolk, VA 23551-2490. Attendance at the bidder's conference is encouraged to ensure successful proposal development. Minutes of the conference shall be recorded and a written response to all questions received shall be published at www.act.nato.int/contracting for transparency. Submission of bidder's questions are encouraged in advance of the bidder's conference. HQ SACT will endeavour to address questions during the bidders' conference and will entertain follow on dialogue.

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- (c) If interested in participating in the Bidder's Conference, please submit all names who will be attending to the following POC's. Details regarding the conference will be sent in response to the interest.

Mr. Anthony Vuono; Anthony.vuono@nato.int

LCDR Margaret Anderson; Margaret.anderson@nato.int

LCDR Denise Walton; Denise.walton@nato.int

Ms. Louise Syms; Louise.syms@nato.int

- (d) Information in response to all inquiries / requests for clarification to a prospective bidder shall be furnished to all prospective bidders at <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 NCB. Oral Interpretations shall not be binding.

9. Bid Closing Date

Bids shall be received at HQ SACT, Purchasing and Contracting Office, **no later than 06 October 2025 at 0900 hours, Eastern Time, Norfolk, Virginia, USA**. No bids shall be accepted after this time and date. **No hard copy proposals will be accepted.**

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 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.

11. Content of Proposal

The company description portion of its technical proposal shall be limited to 10 pages. The technical proposal in its entirety is NOT limited to 10 pages.

A table of contents for the entire proposal should be submitted with both price and technical proposals:

- (a) The bidder's full name, address, point of contacts, telephone, fax number, and website;
- (b) Compliance statement (See Enclosure #1)
- (c) Past performance (See Enclosure #2); references will be accepted in lieu of past performance;
- (d) Provision of technical and price volumes;
- (e) Compliance matrix (See Annex B to Statement of Work).

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12. Proposal Submission

- (a) Proposals shall be submitted electronically in two separate PDF documents; One containing the Technical Proposal and one containing the Price Proposal, each emailed separately to:
- (b) Technical Proposal: hqsact.techproposal@nato.int
- (c) Price Proposal: hqsact.priceproposal@nato.int
- (d) Email subjects shall include the solicitation information along with company name (for example: NCB-ACT-SACT-25-77_Tech_ABC Inc. / NCB-ACT-SACT-25-77_Price_ABC Inc.). Allow sufficient time in your submission should you encounter email size challenges.
- (e) **Price proposals shall be in U.S. Dollar currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- (f) Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- (g) No oral bids or oral modifications or telephonic bids shall be considered.
- (h) 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. 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.
- (b) A delay in email exchange due to the 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 NCB.
- (b) HQ SACT is not responsible for any content that is not clearly identified in any proposal package.

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- (c) Proposals shall be evaluated and awarded based upon the proposal that represents the best value to NATO. The following factors are considerations:
1. Successful administrative submission of bid packages as requested paragraph 11, as listed in this NCB.
 2. Successful determination of compliance with mandatory criteria. (Compliant/non-compliant)
 3. Technical factors / pricing factors rated the following: **Technical / Price = 70/30**
 4. 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 deliverables 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 NCB.

18. 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 personnel regarding this NCB. 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)

Margaret Anderson	Contracting Officer	757-747-3699	margaret.anderson@nato.int
Tonya Bonilla	Contracting Officer	757-747-3575	tonya.bonilla@nato.int
Louise Syms	Contracting Officer	757-747-3788	louise.syms@nato.int

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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).
- Technical Proposal.
- Price Proposal
- Compliance matrix (See Annex B to Statement of Work).

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Enclosure 2: Compliance Statement

COMPLIANCE STATEMENT TO SEALED BID NCB-ACT-SACT-25-77

It is hereby stated that our company has read and understands all documentation issued as part of NCB-ACT-SACT-25-77. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of NCB-ACT-SACT-25-77 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 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.

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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

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.

Enclosure 4: Price Proposal

SEALED BID PRICE PROPOSAL

SUBJECT: NCB-ACT-SACT-25-77

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 NCB-ACT-SACT-25-77 and the "**Insert: Company Name Technical Proposal**", submitted in accordance with solicitation provisions.

Serial	Activity	Price
1	MATERIAL COST	\$
2	INSTALLATION COST	\$
	TOTAL	\$

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Please verify and acknowledge propriety of above, by duly completing signatures below.

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)
Fiber Installation to HQ SACT

1. Introduction

The HQ SACT Office of Security is responsible for safeguarding personnel and classified information both domestically and abroad from physical and technological threats. In accordance with NATO policy, the system must incorporate physical and technical security measures designed to deter, impede, detect, and enable responsive action against potential threats. The installation of fiber optic network throughout the building will support essential security upgrades.

2. Background and Scope of Work

a. Background

This Statement of Work outlines the tasks, materials, and deliverables required to design and install a dedicated, stand-alone fiber optic network to support HQ SACT's electronic security systems lifecycle upgrade. The scope includes the installation of fiber cabling, distribution cabinets, terminations, labelling, testing, and power infrastructure across NH-31 and designated surrounding HQ SACT facilities.

b. Scope of Work

- i. Design and install a dedicated, stand-alone fiber optic network to support the HQ SACTs electronic security systems lifecycle upgrade.
- ii. Locations requiring installation:
 1. 1st Floor – Main Security Server Room; Rm. 131S; Rm. 141; Rm. 151; Active Quarter Deck, and Red Barn. Relocate Active Security Cabinet.
 2. 2nd Floor – Rm. 225S; Rm. 269N; and Rm. 285
 3. 3rd Floor – Rm. 331
 4. 4th Floor – Rm. 435
 5. 5th Floor – Rm. 540
 6. NLR Building – Rm. 114; and Rm. 214.
 7. Bldg. NH-23 (1) Area
 8. Facilities/Maintenance Bldg. (2) Areas
 9. NH95 NCIA/NATO 2nd Deck Server Room to 1st Deck Server Room

3. Type of Contract and Period of Performance

- a. **Type of Contract:** This is a firm fixed price deliverables contract.

b. Period of Performance: The contract period of performance is from 13 October to 31 December 2025.

4. Tasking and Deliverables

All tasks and deliverables should be conducted in line with guidance provided by COTR.

a. Tasks

- i. Provide and install (1) full-size lockable equipment cabinet in the NH31 Main Security Room.
- ii. Equip cabinet with (5) 4RU fiber distribution panels, each populated with (6) SC/SM 6-port adapter panels.
- iii. Terminate all fiber strands with SC/SM splice-on connectors.
- iv. Provide and install (4) 6-strand single-mode fiber optic cables from NH31 Main Security Cabinet to each of the 19 designated locations.
- v. Use existing underground telecom pathways for exterior building access. Where necessary (e.g., NH23), install new conduit due to insufficient existing capacity.
- vi. Install (1) 8RU vertical wall-mounted cabinet in each designated location.
- vii. Install (1) 1RU fiber distribution panel with (4) 6-port SC/SM adapter panels in each cabinet.
- viii. Route and terminate all fiber strands with SC single-mode connectors.
- ix. Install (1) 20AMP quad-style electrical outlet with a dedicated circuit at each installed cabinet location.
- x. Provide labeling for all cabling and connectivity in accordance with customer requirements and ANSI/TIA/EIA-606-A standards.
- xi. Provide testing and certification of all cabling and connectivity per customer requirements and ANSI/TIA/EIA-568-C.
- xii. Perform certification testing on all network cables within the designated rooms, including support for all wireless access points.
- xiii. Deliver detailed test results and as-built diagrams for final approval.
- xiv. Correct disposal of all material removed in the execution of this requirement.

5. Acceptance Criteria

Acceptance criteria for each deliverable will be in line with the guidance provided by COTR. These will be established in detail at the Kick-Off meeting, in consultation with the stakeholders. Part of any bid should provide an estimate of output and work against each deliverable to enable effective and collaborative establishment of deliverable acceptance criteria.

- a. The Contracting Officer Technical Representative (COTR) is responsible to:
 - i. Resolve outstanding disputes, problems, deficiencies, and/or questions on the technical aspects of the SOW;
 - ii. Review and approve all Contractor outputs/products for completeness and accuracy;
 - iii. The COTR shall review the Contractor's work at regular intervals as required. The COTR's written approval of work reported, and deliverables submitted is mandatory for Contractor invoices to be successfully processed.
 - iv. The COTR/D-COTR shall receive a letter of appointment from the Contracting officer that describes in detail his/her roles and responsibilities to which he/she shall sign formal acceptance.

6. Contractor Performance Requirements and Reporting

- a. The Contractor shall report to the COTR and the Contracting officer, detailing progress on the SOW for the reporting period. The report shall include, but not be limited to, the following information:
 - b. Summary of work (by contractor position) for tasking and deliverables for the reporting period.
 - c. Current or anticipated problems/deficiencies and recommended solution.
 - d. The COTR may amend the reporting requirements to receive alternate and/or additional data and information on a more frequent or less frequent basis and may request other reports that detail designated aspects of the work or methods to remedy problems and deficiencies. The Contracting Officer shall receive at least one monthly report, regardless of COTR changes. However, note that the report is NOT a deliverable subject to acceptance.

7. Proof of Past Performance

Minimum of one past performance citations within the last five years to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW

8. Place of Performance

Work under this contract will be conducted at the contractor's premises, including virtual meetings with HQ SACT.

9. Physical Security

- a. **Personnel Clearances:** The work will only contain unclassified information, NATO clearance is not needed, but preferable. A Facility Security Clearance (FSC) is required for this contract.
- b. **Security Conditions:** Contractor personnel shall comply with all the local host nation, NATO security provisions and other policies and procedures, as required.
- c. **Electronic Devices:** The Contractor shall abide by the security restrictions regarding carrying and using electronic devices (e.g., laptops, cell phones) in the HQ SACT. The Contractor shall be responsible for staying the necessary clearance from the HQ SACT Security Office before bringing any such device into the HQ SACT work. If required, as determined by the COTR, HQ SACT may provide access to NATO ICT capabilities, but otherwise, the contractor will provide their own equipment.
- d. HQ SACT is located on Naval Support Activity Hampton Roads, as such, any contractor who will be working on site at the HQ SACT will need to have a DBIDS badge to access the base.
- e. Access badges to HQ SACT will be provided to the contractors. Contractors will require a physical escort at all times inside the building. Badges will be collected at the end of the work day.
- f. 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 the 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 Requirements Matrix

SER	ITEM	COMPLIANT	NOT COMPLIANT
1	Contractor company is Headquartered in NATO member nation and all personnel proposed for work on this project are citizens of NATO member nations.		
2	Has conducted similar scope of work relatable to the SOW within the last 5 years.		
3	Company holds a Facilities Security Clearance.		
4	Must score a minimum of 70 points to be technically acceptable.		
SER	CRITERIA	RANGE (any score of 0 is non-compliant)	SCORE COMPLIANT (OUT OF 100)
5	Provide detailed Project Plan for completion of all installation by 31 December or earlier.	No project plan: 0 points Project Plan: 1-25 points	
6	Provide a Quality Assurance Plan which details procedures for Inspection, testing, and documentation.	No quality assurance plan: 0 points Quality Assurance Plan: 1-25 points	
7	Develop a Management Plan to demonstrate expertise by fully detailing how and who will execute the installation.	No management plan: 0 points Management Plan: 1-25 points	
8	Compliance with all technical requirements outlined in SOW; SOW specifications and systems design.	No compliance with SOW specifications or design approach: 0 points Partial to full compliance with ANSI/TIA/EIA-568-C, ANSI/TIA/EIA-606-A, FCC, DoD, NATO standards: 1-25 points	