



**HQ Supreme Allied Commander Transformation
Purchasing and Contracting Section
Office of Budget and Finance**
Norfolk, Virginia | USA



Request for Proposal

RFP-ACT-SACT-26-29

**Interior Renovation and Video Studio Remodel for Headquarters Supreme Allied
Commander Transformation (HQ SACT)**

Amendment #1
Effective Changes to SoW Are In Red

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BIDDING INSTRUCTIONS

1. General

a. This is a **Firm Fixed Price Deliverables** contract in accordance with the HQ SACT General Terms and Conditions.

b. HQ SACT General Terms and Conditions Dated **15 January 2026** are applicable to this procurement and can be located on the ACT Website at; WWW.ACT.NATO.INT/CONTRACTING under Contractor Information.

c. Contract Award is contingent upon funding availability; Partial bidding is NOT allowed.

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(s) 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 Organization.

i. The term “days” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

4. Eligibility

a. This RFP is open to governmental or commercial entities:

- b. Established in a North Atlantic Treaty Organization Alliance member nation.
- c. Working in the required field and legally authorised to operate in the country and state 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.
- d. All proposed key personnel identified to work on this requirement must be citizens of a NATO member nation.

5. Duration of Contract

- a. The contract shall start upon contract award.
- b. Period of Performance: Contract award to 30 April 2026.

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 February 2026**.

b. A site survey will be conducted on **11 February 2026** at HQ SACT, 7857 Blandy Road, Suite 100, Norfolk VA, 23551. Notify the Contracting Officers listed on this RFP of those members who are attending the site survey. Participation in the site survey is mandatory to participate in the solicitation.

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 **23 February 2026, 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 Proposal Submission (paragraph 12) for more details.

10. Bid Validity

a. 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.

b. HQ SACT will not accept supplier proposals prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-Trained Transformer (Chat GPT), or other language generating tools. HQ SACT reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at HQ SACT's sole discretion, and HQ SACT reserves the right to take further steps in such cases as appropriate.

11. Content of Proposal

The proposal shall consist of two (2) separate documents (Technical / Price) sent via e-mail as per the instructions. No hard copy proposals will be accepted. The E-mailed documents shall be received no later than **23 February 2026, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**.

The company description portion of its technical proposal shall be limited to 5 pages.

a. Technical Proposal shall be a Signed PDF document and contain:

- 1) A table of contents for the entire proposal (See Enclosure #1);
- 2) The bidder's full name, address, Points of Contact, Telephone, Fax number; Internet site;
- 3) Compliance statement (See Enclosure#2);
- 4) Past performance (See Enclosure #3);
- 5) List of on-site personnel to provide services;

- 6) Company description and supplementary relevant information; and
- 7) Compliance matrix (See Annex B).

b. Price Proposal shall be

- 1) **Submitted in U.S. Dollar Currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.

Prices shall be on a **Firm Fixed Price Basis**, include any relevant discount schedule.

12. Proposal Submission

a. Proposals shall be separate e-mail submissions to:

Technical proposal: hqsact.techproposal@nato.int

Price proposal: hqsact.priceproposal@nato.int

b. E-mail subjects shall include the solicitation information along with company name (for example: RFP-ACT-SACT-26-29_Tech_ABC Inc. / RFP-ACT- SACT-26-29_Price_ABC Inc.). **Allow sufficient time in sending your submission should you encounter e-mail size challenges.**

c. No verbal bids or verbal modifications or telephonic bids shall be considered.

d. 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 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. Proposals shall be evaluated and awarded taking into consideration the following factors:

- 1) Successful administrative submission of bid packages as requested in paragraph 11 and as listed in this RFP.
- 2) Successful determination of compliance on mandatory criteria. (Compliant/non-compliant).
- 3) **Award shall be made to the Lowest Priced Technically Compliant (LPTC) Bidder.**
- 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, clarify what is offered and interpret language within the bid to resolve any potential areas of concern.

17. Award

a. HQ SACT intends to award a firm fixed price services contract to the Offeror(s) whose proposal(s) represents the Lowest Priced Technically Compliant bid. Partial bids will not be considered.

b. HQ SACT may collect information from references provided by the Offeror on 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. Surge Capability:

A surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in contractor services within the scope of the existing Statement of Work. The Supplier shall be prepared to provide additional services if needed to support this SOW. 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. 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. HQ SACT surge efforts will not exceed 50% of the annual contract value or 50% of the cumulative contract value.

19. Disputes

Disputes will be settled between the bidder and the Contracting Officer by mutual agreement through negotiation, while respecting and observing NATO regulations and policies.

20. Proposed Candidates

If successful, contractor company must notify HQ SACT of any special accommodations or requirements of its personnel for on-site support.

21. 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 regarding this RFP. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

22. Points of Contact

(PLEASE INCLUDE ALL BELOW ON ALL CORRESPONDENCE)

Margaret Anderson, ACT Contracting Officer, 757-747-3699;
Tonya Bonilla, ACT Contracting Officer, 757-747-3575;
Louis Syms, ACT Contracting Specialist, 757-747-3788

Hqsact.contracting@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 – Enclosure 4 - provides mandatory price proposal format)

Enclosure 2: Compliance Statement

COMPLIANCE STATEMENT TO SEALED BID RFP-ACT-SACT-26-29

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

Note: Any requested deviations/adjustments or considerations regarding HQ SACT General Terms and Conditions must be identified here - at the time of bidding - for consideration by the Contracting Officer.

<u>Clause</u>	<u>Description of Minor Deviation</u>
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(If applicable, add another page)

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.

Enclosure 3: Past Performance Information Form

Company is required to submit minimum of one. Company should be clear how the company met the requirements of past performance. Reference to a contract must include a detailed description of the work performed relevant to the requirements outlined in the SOW. Generic or Vague references to the contract awarded without clear connection to work performed will be disqualified

- (a) Contracting Entity:
- (b) Contract No:
- (c) Type of Contract (Firm Fixed Price, IDIQ, Requirements):
- (d) Title of Contract:
- (e) Description of Work Performance and Relevance to Current Acquisition (Type of facility, capacity, estimated patronage, summary of staff used):
- (f) Contract Dollar Amount:
- (g) Period of Performance:
- (h) Name, Address, Fax and Telephone No. of Reference:
- (i) Indicate Whether Reference Acted as Prime or Sub-contractor:
- (j) Comments regarding compliance with contract terms and conditions:
- (k) Complete Contact Information for client:
- (l) 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 – Mandatory Price Proposal Excel Spreadsheet

Pricing shall be submitted using the excel workbook provided. Bidders may elect to submit a PDF proposal for pricing **in addition to the required excel workbook.**

Proposals not submitted in the proper format will not be considered.

Formulas have been added for convenience; however, it is the company's responsibility to ensure that the formulas are correctly reflecting your expected bid proposal value.

ANNEX A: STATEMENT OF WORK (SOW)

Statement of Work for Interior Renovation and Video Studio Remodel for Headquarters Supreme Allied Commander Transformation (HQ SACT)

Introduction

NATO established Headquarters Supreme Allied Commander Transformation (HQ SACT) in Norfolk, VA, in 2003 to lead warfare development efforts and improve military capabilities to meet 21st century security and defense requirements. This work encompasses the need to enhance the Alliance's ability to apply a comprehensive approach to the conduct of future operations and engagement with partners, NATO's interaction with non-NATO entities that include states, non-state actors, international and non-governmental organizations.

Background and Scope of Work.

The Headquarters Support Branch requires a qualified construction contractor to perform interior renovations in support of a new video studio and office environment. The work includes selective demolition; installation of a glass wall separating a soundproofed video production control room from a soundproofed video and photographic studio; construction of a new enclosed partition wall; and integration of two-way communication systems between the rooms. The project also includes replacement of carpet tile flooring within the renovated spaces and an adjacent open office area. All work shall be performed in accordance with applicable building codes, safety regulations, and recognized industry standards.

The Contractor shall furnish all labor, materials, equipment, and tools necessary to complete the work. The Contractor is responsible for maintaining site protection, implementing dust control measures, and performing final cleanup upon completion of construction.

Type of Contract and Period of Performance.

- a. **Type of Contract.** This is a Firm Fixed Price (FFP) services contract.
- b. **Period of Performance.** Contract Award to 30 April 2026

Tasking

Tasking required for this project are outlined in the table below:

Table 1. – Taskings

Ser	Tasking	
1	Demolition and Disposal	<ul style="list-style-type: none"> • Supply and install all required materials for the demolition of a wall separating the video production room and the video/photographic studio. • Demolition of the entrance wall to the video production room. • Remove and properly dispose of all construction debris offsite. • Maintain a clean and safe worksite. • Comply with applicable codes, regulations, and safety standards. • Coordinate with HQ SACT to minimize disruption to adjacent operations. • Removal/Movement of HVAC systems return ducting will be required • Removal of two doorways and doors. • Partial demolition of partition wall. • Any other identified demolition/disposal as required.
2	Glass Wall Installation	<ul style="list-style-type: none"> • Supply and install one (1) soundproof glass window with integrated voice communications pass-through to support video studio functions. • Glass must be commercial-grade, tempered, sound-mitigating, with framing and finish trim. • 2-way intercom installed and wired in to power. • Communications components to be integrated and tested.
3	New Partition Wall and other Construction tasks	<ul style="list-style-type: none"> • Construct one (1) new framed wall with appropriate finish (e.g., gypsum board, taped, sanded, painted). • Include necessary door frame and hardware if required. • Construct new walls to block off the doorways and doors removed as per Serial 1. • Construct one new framed doorway and door from the video control room into the video studio. The door is to have a glass insert to

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		<p>view activity in the video studio.</p> <ul style="list-style-type: none"> Construct one new framed doorway and solid door from the main graphics area into the video control room.
4	Wall Repair and Repainting	<ul style="list-style-type: none"> Nail holes and other damage shall be repaired along all walls in the print shop, engraving room, video studio control room and renovated tv/photo studio.
		<ul style="list-style-type: none"> Paint will be eggshell base - color platinum (color code will be supplied on request). Rooms to be painted print shop, engraving room, video studio control room. Any other repairs required upon inspection.
5	Flooring	<ul style="list-style-type: none"> Remove and replace approximately 500 square meters (20m x 20m) of existing carpet tile. Filled in blue area on picture. Supply and install new carpet tile to the newly constructed video control room. Remove existing flooring and prepare engraving room for laying LVP flooring Lay LVP flooring in engraving room The carpet tile shall be commercial-grade carpet tile that has superior acoustic noise dampening qualities with adhesive per manufacturer's recommendations. Provide HQ SACT with material samples for approval prior to ordering. Conduct repairs as needed to the subflooring.
6	Cove Base	<ul style="list-style-type: none"> New cove base added to print shop, engraving room, video studio control room. Color shall be moonrock samples and can be shown on request. Conduct repairs as needed.
7	Ventilation/HVAC	<ul style="list-style-type: none"> Movement/reinstalling of all necessary HVAC/ventilation as required.

8	Electrical and Lighting	<ul style="list-style-type: none"> • Provision of sufficient electrical outlets as required. • Movement of existing light fixture to accommodate new framed wall detailed in Serial
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Acceptance Criteria

ACT will accept delivery of the remodel once all taskings are complete and a joint inspection has been coordinated, completed, with no actions required to complete.

Place of Performance

Contractor’s personnel are expected to perform the required work at HQ SACT.

Physical Security

1. **Personnel Clearances:** The work will only contain unclassified information, NATO clearance is not needed, but preferable.
2. **Security Conditions:** Contractor personnel shall comply with all the local host nation, NATO security provisions and other policies and procedures, as required.
3. **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.
4. 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.
5. 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 workday.
6. 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

Contractor's technical proposals will be assessed on the qualifications of the company and the proposed team to perform the work. Teams will be measured against each of the criteria specified below to ascertain whether the team qualifications are considered compliant. **Scores cannot be assumed to be a one for one calculation. Scores will be assigned within a range based on the number of years, relevancy of experience, level of experience, depth of experience, etc.** (HQ SACT reserves the right to conduct technical discussions for clarification). Examples of how detailed knowledge levels were attained are expected.

Compliance Matrix

Item	Compliant	Non-Compliant
1. Key personnel supporting development must be citizens of NATO member nations.		
2. Contractor must be a fully licensed Class "A" Contractor by the Commonwealth of Virginia and this license must remain valid through the term of this contract. Photocopy of license must be provided in the proposal.		
3. Contractor must provide all additional licenses required for this project with the proposal (i.e. Licensed electrical tradesman and HVAC tradesman, etc.).		
4. Past Performance. At least one past performance citation within the last five years. The citation must show that work that is similar to or directly traceable to the requirements outlined in this SOW has been successfully completed.		
5. Contractor must be able to complete the project by 30 April or earlier , required certification from company to be compliant.		
6. Have sufficient materials on hand/readily available to complete the project.		
7. Contractor is able to provide AutoCAD drawings electronically and in hard copy.		
8. Contractor company is Headquartered within a NATO member nation.		