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**NOTIFICATION OF PROCUREMENT OPPORTUNITY (NOPO)
Pre-Solicitation Notice
NATO Competitive Procurement**

ACT Reference #: RFP-ACT-SACT-26-62

Date of NOPO Publication: 05/11/2026

Anticipated Solicitation Release Date: 07/01/2026

Anticipated Solicitation Closing Date: 08/31/2026

Anticipated Contract Award: September 2026

Point of Contact:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
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The following information is provided on a Request for Proposal (RFP) that this Headquarters has the intention to release:

RFP Reference: RFP-ACT-SACT-26-62

Title of RFP: Custodial Services

Requirement: HQ SACT intends to issue a Request for Proposal (RFP) to establish a Custodial Services contract for the provision of custodial services in support of HQ SACT and other eligible U.S. based NATO entities.

The Headquarters requires services which provide all management, supervision, labor, cleaning instrument materials, supplies (i.e. Hand soap, paper towels, toilet paper, and cleaning disinfectants), and equipment necessary to perform comprehensive custodial services for facilities totaling approximately 250,000 square feet.

Custodial services shall be performed by qualified, trained personnel on a full-time basis, five (5) days per week, in accordance with an approved schedule to ensure facilities are maintained in a clean, sanitary, safe, and orderly condition. Routine services shall include, but are not limited to, cleaning and sanitizing restrooms, offices, conference rooms, common areas, floors, and other interior spaces; high and low dusting, vacuuming carpet, mopping and sanitizing floors; trash and recycling removal; and replenishment of consumable supplies.

Custodial services shall also include periodic and project-based services, which may be required outside of normal working hours, including but not limited to floor care (stripping, waxing, sealing, and buffing), carpet and upholstery cleaning, window cleaning, and other deep-cleaning services necessary to maintain facility appearance and hygiene standards.

Strict compliance with all applicable Federal, State, and local regulations, as well as Headquarters-specific policies and procedures. Work shall be performed in a manner that minimizes disruption to daily operations. Adequate staffing levels, quality control procedures, and responsiveness to service requests shall be maintained in accordance with contract specifications.

Type of Contract: Firm Fixed Price/Fixed Fee Service Contract

Period of Performance: Base Period: 01 January - 31 December 2027 with four potential 12-month option periods; 01 January – 31 December 2028, 01 January – 31 December 2029, 01 January – 31 December 2030, 01 January – 31 December 2031.

Eligibility: Companies headquartered in a NATO member nation which have performed similar contracts within the last three years, *substantially*

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similar in scope to the requirement described in the solicitation. Contractor personnel performing services or providing delivery under the contract must be citizens of a NATO nation and have appropriate professional training and experience. Contractor companies must be eligible to conduct work on a U.S. military facility without base escort (DBIDs) eligible.

Delivery location(s): HQ SACT, Norfolk VA 23551

Partial bidding: Partial Bidding is not authorised.

Website: <https://www.act.nato.int/opportunities/contracting/>

This HQ will publish the RFP to the website identified above on or about 01 July 2026. You are hereby invited to nominate, by email before 01 July 2026, the name, full address, Point of Contact, telephone, and e-mail address, of potential bidders established within your country. This and any other correspondence hereto are to be addressed to:

Supreme Allied Commander Transformation BUDFIN – Purchasing and Contracting Branch

Margaret Anderson – Contracting Officer

Michael DiProspero - Contracting Officer

Robert McMaster – Contract Specialist

Hqsact.contracting@nato.int

Margaret Anderson

HQ SACT Contracting Officer