



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



MBC's Distribution List for International Competitive Bidding

TO: MBC's Distribution List for Invitation for International Bidding (IFIB) Procedure

DATE: **22 September 2022**

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for **HQ SACT COMMUNICATIONS VEHICLE**, HQ SACT, Norfolk, Virginia, U.S.A.

1. In accordance with the stipulations of the Bi-Sc Procurement Directive 60-70, Annex B, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

IFIB Reference: **ACT-SACT-22-134**

Title of IFIB: Contract Support: **HQ SACT COMMUNICATIONS VEHICLE**

Requirement: HQ SACT is seeking contract support for:

- (1) **Level of Effort (1 FTE) onsite:** Digital Engagements 1800 hours
- (2) **Level of Effort (1 FTE) onsite:** Journalist 1800 hours
- (3) **Deliverable-based:** content creation - marketing
- (4) **Deliverable based:** product placement/content creation – public relations.
- (5) **Deliverable based:** strategic communication plans.
- (6) **Deliverable-based:** digital analytics and reporting

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

Period of Performance: **15 JANUARY 2023 – 15 DECEMBER 2023 with the possibility of four (4) option years 01 JAN – 15 DEC 2027.**

Bidding Procedure: Sealed Bidding

Funding: MBC 20X-20XX-XXXXXX, RRIS # XXXX, (Estimated annual amount, \$ XXX.XXX estimated cumulative amount, \$ XXX.XXX) – **PENDING FUNDING APPROVAL**

Classification: NATO UNCLASSIFIED

Issue Date: **31OCT2022 (target date)**

BID CLOSING DATE: **12DEC2022, (target date)**

Eligibility: Companies which have performed similar contracts within the last three years substantially similar in scope to the requirement described in the

NATO UNCLASSIFIED

solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, possess at least a valid NATO Secret level security clearance, have appropriate professional training and experience in a related field (s).

Delivery location(s): Norfolk, VA, U.S.A.

Partial bidding: **Partial Bidding is authorised.**

Website: [Contracting NATO's ACT](#)

2. This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **31 OCT 2022**, the name, full address, Point of Contact, telephone, facsimile number and e-mail address, of other potential bidders established within your country. This and any other correspondence hereto is to be addressed to:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
Attn: LCDR Brandon Stewart – Contracting Office
Kellie Hagen – Contracting Officer
7857 Blandy Road, Suite 100,
Norfolk, Virginia, USA 23551-2490
Fax: 001+757-747-3525
Tel: +001-757-747-3977
Email: Brandon.Stewart@act.nato.int
Kellie.Hagen@act.nato.in

//original signed//

LCDR Brandon Stewart
ACT Contracting Officer,
HQ SACT

ANNEX: List of potential bidders.

ANNEX TO IFIB REFERENCE ACT-SACT-22-134: List of Potential Bidders already identified by HQ SACT (HQ Supreme Allied Commander Transformation)

1. NATO HQ FC2 : Agenda LLC	2. Cordillera Applications Group
3. Booz Allen Hamilton	4. Deloitte
5. NATO HQ FC2 : M&C Saatchi World Service LLP	6. NATO HQ FC2 : Sayara International
7. NATO HQ FC2 : APCO Worldwide LLC	8. NATO HQ FC2 : Avisa Partners