



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

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

**DATE:** **07 May 2009**

**SUBJECT:** Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contract Support to Headquarter Supreme Allied Commander Transformation for a Internal Training & Development Coordinator on the Staff Training Branch in the Director of Management subdivision, HQ SACT, Norfolk, VA, 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-09-13**

**Title of IFIB:** Contract Support: Internal Training & Development Coordinator.

**Requirement:** HQ SACT is seeking contract support for one Internal Training & Development Coordinator for Strategic Internal Training whose immediate work will be based on the training-related analysis and deliverables for the ACT-wide personnel reorganization (known as "PE Implementation") that is underway. The work will later transition to analysis, development, and delivery of individual training programs that begin after orientation and continue throughout the person's association with the Headquarters.

**Type of Contract:** Firm Fixed Price (FFP) level of effort.

**Period of Performance:** 01 August 2009 – 31 July 2010 with the possibility of four one year option periods (01 August 2010 - 31 July 2014).

**Bidding Procedure:** Sealed Bidding (Two Envelope)

**Funding:** MBC 243-2008-723211, RRIS # 657,  
 (Estimated annual amount, € 132,140.00 estimated cumulative amount,  
 € 660,700.00)

**Classification:** NATO UNCLASSIFIED

**Issue Date:** **12 June 2009**, (target date).

**Bid Closing Date:** **23 July 2009**, (target date)

**Eligibility:** Companies which have performed similar contracts within the last three years substantially similar in scope to the requirement described in the solicitation. Contractor personnel performing services under the contract

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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 not authorised.

**Website:** <http://www.act.nato.int/content.asp?contracttype=rfp>

2. This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **12 June 2009**, 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: Mr. Alex MacDonald – Deputy Contracting Officer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
Fax: 001+757-747-3525 – Tel: +001-757-747-3695  
Email: MacDonald@act.nato.int

*//original signed//*

Michelle Williams, LCDR SC USN  
ACT Contracting Officer,  
HQ SACT.

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