



## MBC's Distribution List for International Competitive Bidding

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

**DATE:** 15 December 2026

**SUBJECT:** Notification of Procurement Opportunity IAW the Procedure for NATO Competitive Procurement. HQ SACT hereby gives notice of its intent to issue an Invitation for Bid (IFB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Heating, Ventilation, Air Conditioning and Refrigeration Maintenance, HQ SACT, Norfolk, Virginia, U.S.A.

1. In accordance with the stipulations of the AC/4-D(2025)0008 /BC-D(2025)0127, Procedure for NATO Competitive Procurement, the following information is provided on an Invitation for Bid (IFB) that this Headquarters has the intention to release:

**IFIB Reference:** ACT-SACT-26-18

**Title of IFIB:** Heating, Ventilation, Air Conditioning and Refrigeration Maintenance for Headquarters Supreme Allied Commander Transformation

### REQUIREMENT:

The Headquarters Support Branch of the Resources and Management directorate requires contractor support for the performance of HVAC services at HQ SACT.

The contractor shall provide HQ SACT with full service maintenance on all components of the boiler system, cooling towers, water source heat pumps, ventilation heat pumps (roof top air handling units), direct digital controls, exhaust fans, chemical treatment of cooling towers (condenser water loop) and all other equipment associated with the HVAC system.

The Contractor shall repair or replace worn parts or complete components covered under this contract with new parts/components as needed and directed by the COTR. All labor, repair, and replacement parts, components, and devices for the HVAC system shall be provided by the contractor.

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

**Period of Performance:** Award – 31 December 2026; with four (4) potential 12-month option periods 01 January to 31 December 2027, 01 January to 31 December 2028, 01 January to 31 December 2029, 01 January to 31 December 2030

**Bidding Procedure:** Competitive Procurement/Best Value

**Funding:** MBC 2026 (Estimated cumulative amount, \$1M)

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 19 January 2026, (target date)

**Bid Closing Date:** 2 March 2026, (target date)



- Eligibility:** Companies headquartered in a NATO member nation 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 or providing delivery under the contract must be citizens of a NATO nation and have appropriate professional training and experience.
- Delivery location(s):** HQ SACT, Norfolk VA
- Partial bidding:** Partial Bidding is not authorised.
- Website:** <https://www.act.nato.int/contracting>

2. This HQ will publish the IFB to the website identified above on or about 19 January 2026. You are hereby invited to nominate, by email before **19 January 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  
LCDR Margaret Anderson – Contracting Officer

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Tonya  
Bonilla

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Tonya Bonilla  
ACT Contracting Officer,  
HQ SACT