

BIS-4023P INSTRUCTIONS

To participate in NATO International Competitive Bidding (ICB), U.S. firms must be approved by the U.S. Department of Commerce. Firms should submit an application for each facility (i.e., main office, branch, subsidiary, etc.) to be considered for NATO ICB.

If there is a change in corporate status of an approved firm, (e.g., merger, acquisition or reorganization), a new application should be submitted.

The following instructions correspond to the numbered format of the BIS-4023P:

1. Complete name and address of facility.
2. For Commerce Use Only.
3. Indicate the Defense Investigative Service (DIS) clearance level or N/A. The lack of a DIS clearance does not disqualify a company from bidding on unclassified NATO contracts.
4. Complete if parent company is located outside the U.S.
5. Attach a company resume that includes a description of recent technical contracts, with reference to work performed for U.S., state and local governments as well as foreign governments.
6. Attach a current annual report/financial report indicating audit, review, or compilation by an independent CPA. If an annual report is not prepared by a subsidiary, the annual report for the parent company may be submitted instead.
7. Identify using North American Industry Classification (NAIC) numbers all goods/services to be considered for NATO ICB. Select NAIC numbers are provided at the end of this form. If other goods/services apply, please makes reference to the NAIC website: <http://www.census.gov/epcd/www/naics.html>
8. Signature of point of contact for NATO contracts.

Submit applications/questions to Elsie Carroll at Email: ecarroll@bis.doc.gov Phone: 202-482-8228 Fax: 202-482-5650

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|--|--|------------|--------|--------|--------------|--------------|---|
| <p>1. Facility: Full name, address, telephone, and fax number of company's facility for which approval is desired. One form must be completed for each facility. (Copies may be made of this form or extra copies requested from the Bureau of Industry and Security.)</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/State/Zip: _____</p> | <p>Form BIS-4023P OMB No. 0694-0128 Expires: 09-30-2010</p> <p>U.S. DEPARTMENT OF COMMERCE BUREAU OF INDUSTRY AND SECURITY</p> <p>NATO International Competitive Bidding (ICB) Application</p> | | | | | | |
| <p>2. FOR COMMERCE USE ONLY:</p> | <p>No approval may be granted unless a complete application form is received. (15 U.S.C. 1512 <i>et seq.</i>; 15 U.S.C. 171 <i>et seq.</i>)</p> <p>U.S. Department of Commerce Bureau of Industry and Security HCHB Room 3878 14th Street & Constitution Avenue, NW Washington DC 20230</p> | | | | | | |
| <p>3. Facility Security Clearance/Classified Storage Capability: A Facility Security Clearance is not a prerequisite for NATO ICB.</p> <p>Facility CAGE Code: _____</p> <p>Facility Clearance: Storage Clearance:</p> <table border="0"> <tr> <td>Top Secret</td> <td>Top Secret</td> </tr> <tr> <td>Secret</td> <td>Secret</td> </tr> <tr> <td>Confidential</td> <td>Confidential</td> </tr> </table> | Top Secret | Top Secret | Secret | Secret | Confidential | Confidential | <p>Agency issuing security clearance:</p> <p>Agency Name: _____</p> <p>City and State: _____</p> <p>Date clearance issued (<i>mm/dd/yyyy</i>): _____</p> |
| Top Secret | Top Secret | | | | | | |
| Secret | Secret | | | | | | |
| Confidential | Confidential | | | | | | |
| <p>I, as the Security Officer for the facility listed in Item 1, am cognizant that certain NATO requests for bid will involve NATO classified information and am aware of that section of the Department of Defense Industrial Security Manual that applies to handling and storage:</p> <p>Printed Name of Security Officer: _____</p> <p>Signature of Security Officer: _____</p> <p>Date: _____</p> | | | | | | | |
| <p>Public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions and completing and reviewing the collection of information. All responses to this collection of information are voluntary and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of the law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding this burden to the Reports Clearance Officer, Bureau of Industry and Security, US Department of Commerce, Room 6622, 14th Street and Constitution Avenue, NW, Washington DC 20230.</p> | | | | | | | |

4. If the facility listed in Item 1 has a parent company outside the U.S., please provide the following information:

Name: _____
Address: _____
Phone: _____
Fax: _____

5. Resume: Attach a resume of firm's recent job experience, with reference to work performed for U.S./state/local and foreign governments, which will assist in establishing the firm's professional competence.

6. Financial documents: Attach a current annual report/financial report indicating audit, review, or compilation by an independent CPA. If a separate annual report or financial statement is not prepared by a subsidiary entity, an annual report for the parent company may be submitted.

7. NAIC: For the goods/services offered by the firm, please refer to the attached list of North American Industry Classification (NAIC) numbers and enter the numbers and corresponding description below. If other goods/services apply, please include their NAIC numbers and the related descriptions.

| NAIC | Description |
|------|-------------|
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8. Certification: I, the undersigned, certify that the information on this form and the accompanying data are true and correct to the best of my knowledge and belief.

Signature: _____ **Date (mm/dd/yyyy):** _____

Name: _____
Title: _____

Phone: _____
Fax: _____
E-mail: _____

FREQUENTLY USED NAIC NUMBERS AND THEIR DESCRIPTIONS

| NAIC # | DESCRIPTION OF PRODUCT OR SERVICE |
|----------------------------------|--|
| DESIGN/CONSTRUCTION | |
| 236210 | Industrial Building Construction |
| 236220 | Commercial & Institutional Building Construction |
| 237110 | Water & Sewer Line & Related Structures Construction |
| 237120 | Oil & Gas Pipeline & Related Structures Construction |
| 237130 | Power/Communication Line & Related Structures Construction |
| 237310 | Highway, Street & Bridge Construction |
| 237990 | Other Heavy & Civil Engineering Construction |
| 238910 | Site Preparation Contractors |
| 541310 | Architectural Services |
| 541330 | Engineering Services |
| 541340 | Drafting Services |
| 541360 | Geophysical Surveying & Mapping Services |
| 541370 | Surveying & Mapping (except Geophysical) Services |
| 541380 | Testing Laboratories |
| 541420 | Industrial Design Services |
| 541430 | Graphic Design Services |
| 541490 | Other Specialized Design Services |
| COMMUNICATION/INFORMATION | |
| 334111 | Electronic Computer Manufacturing |
| 334112 | Computer Storage Device Manufacturing |
| 334113 | Computer Terminal Manufacturing |
| 423430 | Computer & Computer Peripheral Equipment and Software Merchant Wholesalers |
| 423440 | Other Commercial Equipment Merchant Wholesalers |
| 423610 | Electrical Apparatus & Equipment, Wiring Supplies and Related Equipment Merchant Wholesalers |
| 423690 | Other Electronic Parts and Equipment Merchant Wholesalers |
| 517110 | Wired Telecommunication Carriers |
| 517212 | Cellular & Other Wireless Telecommunications |
| 517310 | Telecommunications Resellers |
| 517410 | Satellite Telecommunications |
| 517910 | Other Telecommunications |
| 518110 | Internet Service Providers |
| 518210 | Data Processing, Hosting & Related Services |
| 541511 | Custom Computer Programming Services |
| 541512 | Computer Systems Design Services |
| 541513 | Computer Facilities Management Services |
| 541519 | Other Computer Related Services |
| 611420 | Computer Training |

MANAGERIAL/TECHNICAL

| | |
|--------|--|
| 541611 | Administrative Management & General Management Consulting Services |
| 541614 | Process, Physical Distribution & Logistics Consulting Services |
| 541618 | Other Management Consulting Services |
| 541620 | Environmental Consulting Services |
| 541690 | Other Scientific and Consulting Services |
| 541710 | R&D in the Physical, Engineering and Life Sciences |
| 541720 | R&D in the Social Sciences & Humanities |
| 541870 | Advertising Material Distribution Services |
| 541910 | Marketing Research & Public Opinion Polling |
| 541930 | Translation and Interpretation Services |
| 541990 | All Other Professional, Scientific & Technical Services |
| 561110 | Office Administrative Services |
| 561612 | Security Guards and Patrol Services |
| 561613 | Armored Car Services |
| 561621 | Security Systems Services (except Locksmiths) |
| 611430 | Professional & Management Development Training |
| 722310 | Food Service Contractors |

If other goods/services apply, please refer to the NAIC website:
<http://www.census.gov/epcd/www/naics.html>