

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 the corporate status of an approved firm, (e.g., merger, acquisition, reorganization), a new application should be submitted.

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

1. Full legal name and street address of facility.
2. Facility's Commercial and Government Entity (CAGE) Code.
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. and foreign governments.
6. Attach a current annual report/set of financial documents 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 the North American Industry Classification System (NAICS) codes for the goods/services provided by the facility. Some frequently used NAICS codes are provided at the end of this form. If other NAICS codes apply, refer to the NAICS website: <http://www.census.gov/epcd/www/naics.html>
8. Signature of company representative.

Submit applications/questions to Elsie Carroll at Email:

elsie.carroll@bis.doc.gov Phone: 202-482-8228 Fax: 202-482-5650

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 the firm's recent contract experience, with reference to work performed for U.S. and foreign governments. The resume will assist in establishing the firm's ability to perform the scope of work required for participation in NATO International Competitive Bidding.

6. Financial documents: Attach a current annual report/set of financial documents 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. NAICS: List the North American Industry Classification System (NAICS) codes and corresponding description for the goods and services provided by the facility in the space below:

NAICS	Description

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 NAICS CODES AND THEIR DESCRIPTIONS

NAICS

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
 238210 Electrical Contractors and Other Wiring Installation Contractors
 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
 334118 Computer Terminal and other Computer Peripheral Equipment 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 Telecommunications Carriers
 517210 Wireless Telecommunications Carriers (except Satellite)
 517410 Satellite Telecommunications
 517911 Telecommunications Resellers
 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 Technical Consulting Services
541712	R&D in the Physical, Engineering and Life Sciences (except Biotechnology)
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 NAICS website:
<http://www.census.gov/epcd/www/naics.html>