## **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 Department of Defense (DOD) Facility Security Clearance (FCL) level or N/A. The lack of a DOD FCL 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 of recent contracts performed as a prime contractor .
- 6. Attach a current annual report or 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: <a href="https://www.census.gov/naics/">https://www.census.gov/naics/</a>
- 8. Signature of company representative.

Submit applications/questions to Lee Ann Carpenter: <u>LeeAnn.Carpenter@bis.doc.gov</u> Phone: 202-679-4918

1. Facility: Full legal name and street address of company facility for which approval is desired. (Copies may be made of this application or extra copies requested from the Bureau of Industry and Security.)  Name:  Street:  City/State/Zip:	Form BIS-4023P OMB No. Expires:  U.S. DEPARTMENT OF COMMERCE BUREAU OF INDUSTRY AND SECURITY  NATO International Competitive Bidding (ICB) Application
2. Facility CAGE Code:	No approval may be granted unless a complete application form is received. (15 U.S.C. 1512 et seq.; 15 U.S.C. 171 et seq.)  U.S. Department of Commerce Bureau of Industry and Security HCHB Room 3878 14 <sup>th</sup> Street & Constitution Avenue, NW Washington DC 20230
3. Facility Security Clearance Level: A Facility Security Clearance is not required for bidding on unclassified NATO contracts.  Top Secret  Secret  Confidential	Agency issuing security clearance:  Agency Name:  City and State:  Date clearance issued (mm/dd/yyyy):
I, as the Security Officer for the facility listed in Item 1, am NATO classified information, and I am aware of the section Manual (NISPOM) that applies to handling and storage:  Printed Name of Security Officer:  Signature of Security Officer:  Date:  Public reporting for this collection of information is estimated to be	of the National Industrial Security Program Operating

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, a person is not required to respond 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.

S. Resume: Attach a resume of the firm's recent contract experience as a prime contractor, including work performed for the U.S. Government/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 or 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):  Phone:  Fax:  Fax	4. If the facility listed in Item 1 has a parent company outside the U.S., please provide the following information:  Name: Address: Phone:		
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	performed for the U.S. Government/foreign governments. The resume will assist in establishing the firm's		
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):  Phone: Fax:  Fax:	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		
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):  Phone:  Title: Phone:  Fax:			
Signature:         Date (mm/dd/yyyy):           Name:	NAICS		Description
Signature:         Date (mm/dd/yyyy):           Name:			
Signature:         Date (mm/dd/yyyy):			
Signature:         Date (mm/dd/yyyy):           Name:			
Signature:         Date (mm/dd/yyyy):           Name:			
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Title: Fax:	Signature:	[	Date (mm/dd/yyyy):
	Name:		Phone:
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## FREQUENTLY USED NAICS CODES AND THEIR DESCRIPTIONS

NAICS	DESCRIPTION OF PRODUCT OR SERVICE
	DESIGN/CONSTRUCTION
236210 236220 237110 237120 237130 237310 237990 238210 238910	Industrial Building Construction Commercial & Institutional Building Construction Water & Sewer Line & Related Structures Construction Oil & Gas Pipeline & Related Structures Construction Power/Communication Line & Related Structures Construction Highway, Street & Bridge Construction Other Heavy & Civil Engineering Construction Electrical Contractors and Other Wiring Installation Contractors Site Preparation Contractors
541310 541330 541340 541360 541370 541380 541420 541430 541490	Architectural Services Engineering Services Drafting Services Geophysical Surveying & Mapping Services Surveying & Mapping (except Geophysical) Services Testing Laboratories Industrial Design Services Graphic Design Services Other Specialized Design Services
	COMMUNCATION/INFORMATION
334111 334112 334118	Electronic Computer Manufacturing Computer Storage Device Manufacturing Computer Terminal and other Computer Peripheral Equipment Manufacturing
423430 423440 423610 423690	Computer & Computer Peripheral Equipment and Software Merchant Wholesalers Other Commercial Equipment Merchant Wholesalers Electrical Apparatus & Equipment, Wiring Supplies and Related Equipment Merchant Wholesalers Other Electronic Parts and Equipment Merchant Wholesalers
517110 517210 517410 517911 518210 541511 541512 541513 541519	Wired Telecommunications Carriers Wireless Telecommunications Carriers (except Satellite) Satellite Telecommunications Telecommunications Resellers Data Processing, Hosting & Related Services Custom Computer Programming Services Computer Systems Design Services Computer Facilities Management Services Other Computer Related Services
611420	Computer Training

## MANAGERIAL/TECHNICAL

541611	Administrative Management & General Management Consulting
= 44.04.4	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 (excepty 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:

https://www.census.gov/naics/