
PROVISIONS FOR NSPA SMALL VALUE PURCHASE ORDERS

(July 2012)

1. **SPECIAL AREAS**

Except as otherwise provided in this purchase order, the Contractor shall not acquire for use in the performance of this purchase order materials originating from sources in countries which are :

- 1.1 subject to a formal trade embargo to be observed by NATO;
- 1.2 known to disregard international trade conventions in respect of copyright;
- 1.3 under communist control:
 - China (PRC)
 - Cuba
 - Laos
 - North Korea
 - Vietnam.

2. **QUALITY ASSURANCE**

2.1 All material supplied to NSPA must conform to the applicable specifications. In the case where a CERTIFICATE OF CONFORMITY is specified, the Contractor's authorized representative shall sign the NSPA Materiel Inspection and Shipping Report (MISR) in Block 17, certifying that the materiel delivered is in accordance with the contractual requirements. Signature by the Contractor of the MISR in Block 17 serves the purpose of a CERTIFICATE OF CONFORMITY.

A copy of the MISR must accompany the material and the original must be attached to the invoice.

2.2 The Allied Quality Assurance Publications (AQAP) are available on the Internet: <http://www.nato.int/docu/standard.htm>.

2.3 The NSPA MISR and the related Distribution Instructions are available on the Internet: <http://www.nspa.nato.int/en/organization/procurement/forms.htm>. If you have no Internet access, please contact NSPA to obtain printed copies.

3. **PACKING, SHIPPING DOCUMENTS AND MARKING**

3.1 All items are to be preserved, packed and marked to assure safe arrival at destination, and, depending on the weight, volume and nature of goods, should be preferably delivered on europallet(s) at no additional cost to NSPA.

3.2 Unless otherwise specified, packing must be adequate for inside covered storage for at least one year. The shipping documentation and all items or tags attached thereto will bear the following information: PO number, PO line number, Stock number/Part

number and quantity. All containers (interior and exterior) will show the vendors shipment notification number.

4. HAZARDOUS CARGO

4.1 If material under this PO constitutes hazardous or potentially hazardous cargo, the material and related shipping documentation must be processed (this includes but is not necessarily limited to packaging, packing, marking, notices of availability, documentation, emergency response information, etc.) in accordance with applicable national or international transportation rules and regulations pertaining to such cargo. Such consignments that are not correctly prepared may be refused by NSPA or a NSPA freight forwarder.

4.2 For hazardous material procured in the US, the Contractor must provide along with the Notice of Availability (NOA) a Material Safety Data Sheet (MSDS) to the NSPA Freight Forwarder. Based on the mode of transportation selected by the NSPA Freight Forwarder the Contractor will prepare a Hazardous Cargo Shippers Declaration by air, road, sea as appropriate in the name of the final destination (i.e. not in the name of the NSPA Freight Forwarder) to be handed-over to the driver during pick-up.

5. PAYMENT

Original invoices should be submitted to the Point of Contact indicated on the PO in duplicate and must quote the PO number, describe the items supplied, and be supported by proof of dispatch.

Faxed invoices will not be accepted for payment.

Unless otherwise stated in the PO, payments will be made within 60 days following the receipt by NSPA of the Contractors original invoice drawn for payment in the currency in which the PO is established. All invoices shall be supported by "proof of delivery" to the delivery point identified in the PO and by the MISR or the Certificate of Conformity as specified in the PO.

NSPA will pay the net invoice amount and support the charges of its bank. All other bank charges will be for the contractor.

The most efficient method of payment (and NSPA's preferred method) is by electronic funds transfer (EFT).

In order to pay the Contractor in a timely manner, the Contractor is requested to specify the following information on the invoice or in a separate letter to NSPA, Attention Finance Division:

1. Full name and address of banker(s)
2. Detailed bank account information as follows:
 - a) For EU countries: IBAN code plus BIC.
 - b) For USA: bank account number(s) + ABA code (or SWIFT code).
 - c) For Canada: bank account number(s)+ bank code (5 digits) and branch code (3 digits).
 - d) For any other country: bank account number(s) plus any country-specific codes, if applicable.

6. TAXES AND DUTIES

NSPA, as a subsidiary body of NATO is, by application of the Ottawa Agreement, dated 20 September 1951, exempt from all taxes and duties (and this includes Value Added TAX (VAT) within the European Union).

For the purchase of supplies or services in countries within the European Union, the Contractor may use the form attached hereto entitled "Request for Exemption of the value added tax on the basis of article 15(10) of Council Directive 77/388/CEE". The form is signed and stamped by a NSPA official for completion and processing by the National Authorities concerned.

For supplies or services produced or originating outside of the European Union (and notwithstanding the country in which the Contractor is located), the Contractor is responsible for obtaining any documentation required to permit NSPA to benefit from the fiscal regime applicable to exports and thus preclude the payment of any duties and/or taxes by NSPA. However, if the Contractor is compelled by application of any governmental law or regulation to pay any readily identifiable tax or duty in relation to this PO, he will indicate such tax or duty as a separate item of cost on his invoice(s). Any such tax or duty shall be fully identified by reference to the governmental law or regulation pursuant to which such tax or duty is enforced.

NOTE: If the PO is to be performed in Luxembourg, the Agreement between the Government of Luxembourg and NSPA dated 19 June 1968 is applicable.

7. INTEGRITY/NO BRIBE

NSPA draws the contractor's attention to the fact that it is strictly forbidden to offer gifts or other advantages to Agency staff members. This also includes any so-called end-of-year gifts that cannot be considered to be advertising presents. If the Agency establishes that this ban has been disregarded, NSPA may terminate this contract at no cost to NSPA and your firm may be removed from the Agency's source file after the Agency has informed the relevant national authorities

8. COMMUNICATIONS

All communications must be sent to the Point of Contact indicated on the PO. Please acknowledge receipt of PO promptly. All communication must cite the NSPA PO number and item number.

9. INTELLECTUAL PROPERTY RIGHTS, ROYALTIES AND LICENSE RIGHTS

The Contractor guarantees that he is in possession of all the necessary intellectual property rights in force in the countries where the items will be manufactured and / or services will be performed, under this contract and in other countries where the intellectual property rights are in force. The contractor possesses any licenses necessary for the performance of this contract and made any other arrangements required to protect NSPA from any liability for intellectual property rights infringement in said countries. The Contractor will at his expense hold NSPA harmless and fully indemnify NSPA against all damages, costs, charges, expenses and the like arising from or incurred by any reason of any

infringement or alleged infringement of intellectual property rights in consequence of the provision of the service and / or materiel.

The Contractor agrees to assure himself that the Original Equipment Manufacturer(s) (OEM) or any entitled third party have not retained any intellectual property rights, before he provides services and / or manufactures items under the contract. NSPA shall not be liable for intellectual property rights infringements as may be caused by the Contractor.

The Contractor confirms that no payments of royalties or fees for intellectual property rights will be claimed by the OEM or any entitled third party for the services performed and / or materiel provided under this contract. In the event that such fees are claimed, the Contractor will bear any and all responsibility.