



## NATO Science for Peace and Security (SPS) Programme

### SPS-supported Multi-Year Projects

#### Competitive Bidding Form

Bid Number:	Awarded Vendor:
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#### Complete this form for purchases of equipment or services over 20,000 EUR:

1. MYP Handbook requires a competitive bidding process for purchases over 20,000 EUR.
2. This form must contain: bid number, name of the Awarded Vendor, description of purchase and vendor name, quote number and total amount for each quote obtained.
3. Two payment step is recommended to be negotiated with the vendor (50% in advance, 50% upon delivery)
4. If vendor's submitting the lowest bid is not chosen, please provide a justification for the decision in the space indicated below.
5. Form must be signed by NPD and emailed to the SPS Office at [sps.admin@hq.nato.int](mailto:sps.admin@hq.nato.int).
6. Vendor quotes must be attached to the email.
7. Forms submitted without proper documentation will be returned to the NPD.

Description of Items to be purchased:
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Vendor Name and Quote Number:	Vendor Name and Quote Number:	Vendor Name and Quote Number:
Total Amount:	Total Amount:	Total Amount:

Justification for vendor selection if lowest bidder is not selected (see #4 above):
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I certify that competition has been solicited and quotations obtained prior to placing orders and requisition in accordance with MYP Handbook.

NPD's Signature:

Co-Director's signature: