

**2023**

# **BRAZILIAN ARMY COMMISSION**

## **REGISTRATION PROCESS**

**BIDDERS REGISTRATION AND QUALIFICATION CRITERIA**



The company registry is the first step for those interested in making business with the Brazilian Army Commissions in Washington-DC.

The registry and qualification criteria hereby defined are based on the Brazilian Ministry of Defense Directive GM-MD 5.175/2021, law 14.133 and the peculiarities of the international trade market, collectively constitutes the minimum legal and financial-economic qualification requirements for a company to be eligible to participate in online reverse bid auctions, as defined in Chapter XIV from the mentioned Directive.

By having an active registry in our database, a company will be able to check the available reverse auction and make offers. However, only qualified companies may receive a purchase order.

## II- REGISTER REQUIREMENTS

The registration process is constantly available for companies by accessing the Brazilian Army Commission websites and filling the registration form available at:

<https://dakota.cebw.org/cebwWeb>

It is important to fill in as much information pertaining to your company as possible, not only the required fields indicated with an “\*”.

While filling the form it will be possible to attach the qualification documents for the evaluation of the Supplier Registration Division.

The registration will give access to participate in RFIs, RFQs and the online reverse bid auctions. Thus, after filling the mentioned form you will receive a username and password in the indicated email, so you can access the BAC International Contract System.

## III – QUALIFICATION REQUIREMENTS

### 1. Requirements for Registration

**1.1** Please complete **or update** the Supplier Registration Form in the BAC International Contract System as per instructions in “section II” of this document.

#### 1.2 Required Documents:

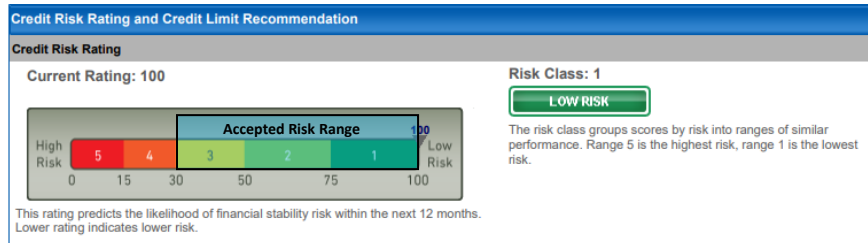
- Business License (*Mandatory*); \*
- Document containing company’s name and address (*Mandatory*);
- Document containing the name of the company's representative or agent (*Mandatory*);
- Document containing the telephone number and e-mail address (*Mandatory*);
- CAGE or NCAGE Code (*or equivalent*); \*
- DUNS Number (*or equivalent*); \*
- SAM.gov registration; \*
- Federal Identification Number (*or equivalent*);
- Articles of Incorporation (*if applicable*);
- Formal letter(s) issued by the manufacturer(s) you represent (*for non-manufacturers only*).

\* See Annex A for more info

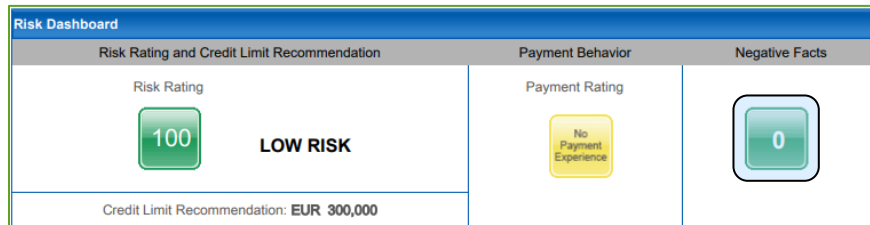
## 2. Overall Business Risk (mandatory medium level or lower)

The standard tool used by BAC to verify the accomplishment of this requirement is through the 'Credit Report' issued by a Business Credit Report Company which is widely used for this purpose and stands as the financial-economic qualification requirement for a company to be registered in our database.

The "Accepted Risk Range" to be considered for registry is Medium to Low Risk, as seen below:



The verification of no fraud in the risk indicator, will be done for the registration to be considered, as seen below:



In case the Overall Business Risk is not available at Experian Business Credit Report or in the appearance of a fraud alert in the "Risk Dashboard", the supplier management division may ask for complementary information, including but not limited to, the minimum qualification requirement:

**2.1** Minimum of 02 years of incorporation - the company must provide the State/Federal Register or another document that proves the date of incorporation.

## 3. Technical Qualification Requirements

Technical qualification requirements like certifications or proof of previous experience in providing the material or service might be demanded for specific acquisition processes. The requirements will be stated on the description field of the material or service requisition.

## 4. Legal Qualification Requirements

A company desiring to engage in the BAC reverse auction procedure must not possess an ongoing administrative sanction, issued by any of the Brazilian Defense Commissions, as per terms of Art. 156, of Law No. 14.133/2021 and Section II of the Brazilian Ministry of Defense Directive GM-MD 5.175/2021.