



**"DOCUMENTS THAT COMPANIES MUST SUBMIT FOR INCLUSION  
IN THE SUPPLIER REGISTRY FOR THE ORDINARY ACTIVITY OF  
LAND FREIGHT CHARTERING SERVICE"**

**REGISTRATION REQUIREMENTS FOR LEGAL ENTITIES**

Below is the list of documents that all companies must submit for registration with RECOPE:

- Formal letter of request for inclusion in the RECOPE Supplier Registry
- Name or corporate name
- Legal entity identification number
- Exact postal and geographical address
- Phone number and email address
- Method for receiving notifications.

Location \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

- Person responsible for handling quotations requested by RECOPE
- Indication of the person(s) authorized to sign offers (Provide notarized certification of the power of attorney authorizing them for such acts).
- Description of the normal business activity and years of experience
- Demonstration of the alignment of the commercial line of business with the goods or services to be offered (invoices, purchase orders, contracts, etc.).
- For payment purposes, the CUSTOMER ACCOUNT number (consisting of 17 digits), account type (current or electronic/savings), and the bank's name.

Current original certification containing:

- Registration and validity of the company.
- Legal representation with indication of its validity.
- Amount of the share capital.
- Quantity, nature, and ownership of the shares or quotas that make up the share capital.
- Sworn statement that none of the shareholders, legal representatives, or directors are subject to the prohibitions established by Articles 22 and 22 bis of the Law on Administrative Contracting, made by the legal representative in the following terms:

"I declare under the gravity of an oath that neither the shareholders, legal representatives, nor directors are affected by the prohibitions to contract with RECOPE established in Articles 22 and 22 bis of the Law on Administrative Contracting."

(Signature of the legal representative)



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**REGISTRATION REQUIREMENTS FOR INDIVIDUALS**

RECOPE, with the aim of complying with the Law on Administrative Contracting, its Regulations, and RECOPE's Procurement Regulations, invites all those interested in joining the Institution's Supplier Registry to take the necessary steps for registration.

To do so, they must provide the following information to the Supply Department:

- Formal letter of request for inclusion in the RECOPE Supplier Registry
- Name or corporate name.
- Legal entity identification number.
- Exact postal and geographical address.
- Phone number, and email.
- Method for receiving notifications.

Location \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

- Person responsible for handling quotations requested by RECOPE
- Indication of the person(s) authorized to sign offers (Provide notarized certification of the power of attorney authorizing them for such acts).
- Description of the normal business activity and years of experience
- Demonstration of the alignment of the commercial line of business with the goods or services to be offered (invoices, purchase orders, contracts, etc.).
- For payment purposes, the CUSTOMER ACCOUNT number (consisting of 17 digits), account type (current or electronic/savings), and the bank's name.
- Sworn statement that they are not subject to the prohibitions established by Articles 22 and 22 bis of the Law on Administrative Contracting, made by the legal representative in the following terms:

"I declare under the gravity of an oath that neither the shareholders, legal representatives, nor directors are affected by the prohibitions to contract with RECOPE established in Articles 22 and 22 bis of the Law on Administrative Contracting."

(Signature of the legal representative)