

## Vendor Required Documents\*

Required Document		Notes
<input type="checkbox"/>	1	<b>IRS W-9</b> Certification of Social Security Number or Employer Social Security Number (EIN). <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	2	<b>Photo Identification</b> Passport, driver's license, or valid government-issued ID. <b>Applies to: Individual</b>
<input type="checkbox"/>	3	<b>Good Standing Certificate</b> Certificate from the Department of State authorizing the corporation to do business in Puerto Rico. <b>Applies to: Corporation</b>
<input type="checkbox"/>	4	<b>Merchant Registration</b> Certificate issued by the Department of the Treasury to individuals or businesses established in Puerto Rico. <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	5	<b>Certificate of Withholding (Partial/Total) at Source on payments made by Corporations, Companies and Other Entities (Model SC 2755)</b> Certificate issued by the Department of the Treasury (The supplier who presents this certificate will not be subject to withholdings at source). If this document is not delivered, 10% will be withheld as applicable, which is not refundable. <b>Applies to: Corporation</b>
<input type="checkbox"/>	6	<b>Certification of Tax Exemption Validity for Non-Profit Entities (Model SC4203)</b> Certificate issued by the Department of the Treasury for Non-Profit Corporations (The supplier who presents this certificate will not be subject to withholdings at source). If this document is not delivered, 10% will be withheld as applicable, which is not refundable. <b>Applies to: Non-Profit Organizations</b>
<input type="checkbox"/>	7	<b>Authorization for Electronic Payment (Annex A)</b> Form to authorize electronic payments by Direct Deposit (ACH) <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	8	<b>Professional License/Certification</b> As applicable, the supplier must present a license to practice the profession and identify membership (when mandatory). <b>Applies to: Individual with professional Licenses or Certifications</b>
<input type="checkbox"/>	9	<b>Insurance Certificate</b> As applicable, the supplier must present certification of an insurance policy. This requirement is usually requested when a purchase or contract presents a risk of liability or loss for the university (e.g. construction, design, maintenance, transportation, disposal and management of waste and hazardous materials, etc.). <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	10	<b>Certification of Conflict of Interest.</b> Access the following link: <a href="https://www.sagrado.edu/certificacion-conflicto-interes/">https://www.sagrado.edu/certificacion-conflicto-interes/</a> Certification to validate that an employee or contractor has/does not have a personal or business interest that conflicts with his/her professional obligations or responsibilities to the organization. <b>Applies to: Individual or Corporation</b>
<b>\$250,000 or more Formal Acquisitions</b>		
<input type="checkbox"/>	11	<b>Non-Collusive Certification (Annex B)</b> Certifies that the supplier has not colluded, conspired, colluded, or agreed, directly or indirectly, with any bidder or person to benefit unduly from the process. <b>Applies to: Individual or Corporation</b>
<b>Federal Grants</b>		
<input type="checkbox"/>	12	<b>Registry Certification in System for Award Management (SAM.gov)</b> Certification or screenshot showing that the registration is active, the expiration date, the Unique Entity ID, and the CAGE/NCAGE ID. <b>This requirement applies to purchases or contracts equal to or greater than \$25,000.</b> <b>Applies to: Individual or Corporation</b>

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<input type="checkbox"/>	13	<b>Additional Clauses for Federally Funded or Sponsored Projects Agreements (Annex C)</b>	Federal regulations that the entity awarded a contract paid with federal funds must comply with as stipulated in 2 CFR 200 - Appendix II. This document must be started on all pages <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	14	<b>Anti-Lobbying Certification (Annex D)</b>	Federal regulation requires that any contractor submitting a <b>proposal or bid equal to or greater than \$100,000</b> must certify that it has not and will not use federal funds to influence employees or officials of any Federal Agency or the United States Congress. <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	15	<b>MWBE Certification</b>	To the greatest extent possible, Sagrado must give preference to individuals or businesses that qualify as Section 3 or as Minority and/or Women-Owned Business Enterprise (MWBE). <b>Applies to: Individual or Corporation</b>
<b>Foreign Suppliers</b>			
<input type="checkbox"/>	16	<b>Due Diligence Questionnaire/Foreign Corrupt Practices Act (FCPA)</b>	The US Foreign Corrupt Practices Act aims to combat bribery (the act of offering money, services, or other objects of value, to persuade a person or entity to do something in return - it is considered a crime in national and international laws) and corruption. <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	17	<b>Office of Foreign Assets Validation in Web Portal (OFAC)</b>	This is a list from the US Treasury Department of individuals, companies, entities, countries, and businesses that are classified as dangerous. The federal government prohibits any type of commercial or labor relationship. You should check the Office of Foreign Assets portal. <a href="https://sanctionssearch.ofac.treas.gov/">https://sanctionssearch.ofac.treas.gov/</a> <b>Applies to: Individual or Corporation</b>
<input type="checkbox"/>	18	<b>WH Wage</b>	Payroll sheets. Applies to corporations with construction contracts <b>Applies to: Corporation</b>

### Important Notes:

1. All requested documentation is essential for the creation of the supplier profile in our systems. The supplier will not be registered in the system until all required documents have been submitted.
2. If any required document or information is missing, the bidder is obligated to provide it. Should the bidder be unable to furnish the required documentation, their proposal will not be considered for evaluation.
3. If a purchase order or contract is awarded, the supplier must submit the applicable insurance endorsements, naming the Universidad del Sagrado Corazón, as well as the Performance Bond and Bid Bond, if applicable.
4. Should you have any questions or require further clarification, please feel free to contact us via the following email addresses: [suplidores@sagrado.edu](mailto:suplidores@sagrado.edu) or [compras@sagrado.edu](mailto:compras@sagrado.edu).