



DOCUMENTS REQUIRED TO SUBMIT THE PROPOSAL

1. Registered Certificate of Incorporation or letter of independent owner, if not incorporated.
2. Financial Statement Certified as evidence of economic solvency or Income Tax Return certified by the Treasury, exclusively in the case of an independent owner.
3. Negative Municipal Patent Certification 9 issued by the municipality of San Juan or exemption.
4. Corporate Resolution with stamp of the Corporation signed by the Secretary, where the person (s) are identified in which the authority is delegated to negotiate proposals, sign contracts and process invoices.
5. Employer Social Security and evidence of the last payment.
6. Are you affiliated with any union? If yes, submit documents.
7. Use Permit of the MSJ Office of Use Management
8. Sanitary License
9. Firemen's permit. (Firefighters visit sheet is accepted.)
10. Public Responsibility Policy (Endorsement of the Municipality of San Juan)
11. Please include evidence of documents for which you are exempt, as applicable and specified.
12. Other Certifications (can be requested online):
 - a. Policy Debt Certification State Insurance Fund
 - b. Certification from the Department of the Treasury that the Contracting Party does not owe income taxes, has no other outstanding debt or has a current payment plan by sending a certified copy of these agreements.
 - c. Certification of payroll filing for the last five years
 - d. Tax Debt Certification (CRIM)
 1. For all concepts
 2. Certification of the Filing of Furniture Worksheets
 3. Negative Certification of Real Property
 - e. Negative Certification of the Department of Labor
 1. Unemployment Insurance
 2. Insurance for Drivers
 - f. Certification of the State of compliance with obligations of the employer (ASUME)
 - g. Certification of "Good Standing" of the State Department
 - h. Merchants' Registration Certificate (I.V.U.) under SURI or Exemption
 1. If you are a Withholding Agent submit:
 1. Certification of IVU Return of Forms
 2. IVU negative debt certification

IMPORTANT: ALL DOCUMENTS MUST BE RECENT AT THE TIME OF SUBMITTING THE PROPOSAL.