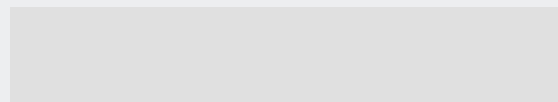


SICAF OPERATIONAL MANUAL

*FOR FOREIGN
COMPANIES*

Brasília/DF



Welcome to the Unified Suppliers Registration System (SICAF) Operational Manual for foreign companies, a guide for foreign companies/suppliers who wish to participate in bids in Brazil easily and in digital format.

SICAF, provided by the federal government, is a computerized module that makes up the Integrated System for the Administration of General Services (SIASG), regulated by Decree N°. 3.722 of January 9, 2001 for registering suppliers of goods and services in the scope of federal government agencies, autonomous institutions/agencies, and foundations for bidding and contracting.

The **registration of** foreign companies/suppliers in the SICAF is completely free of charge, and comprises levels I - accreditation, II - legal qualification, III - federal and labor tax compliance, IV - state and/or municipal tax compliance, V - technical qualification, and VI - economic-financial qualification, **which fulfill the requirements of Arts. 27 to 31 of Law N°. 8666 of June 21, 1993 (General Law for Tenders and Contracts).**

SEGES Normative Instruction N°. 03, of April 26, 2018, defines the rules for the operation of SICAF under the Federal Executive Branch. To learn more [click here](#).

1. Learn more about the qualification of foreign companies

In implementing a policy to open the Brazilian public procurement market to international competition, the Ministry of the Economy proposed guidelines through the Secretariat of Management (part of the Special Secretariat for Debureaucratization, Management, and Digital Government) to allow the registration of foreign companies that do not operate in the country.

These guidelines were established by SEGES Normative Instruction No. 10, of February 10, 2020, which amends IN SEGES No. 03, of April 26, 2018 (establishing rules for the operation of the Unified Suppliers Registration System—SICAF—within the scope of the Federal Executive Branch) to simplify qualification in bidding procedures and contracts.

In order to provide the necessary legal security for federal government contracts, the foreign supplier will be identified by a **Trader Identification Number (TIN), or Data Universal Numbering System (DUNS®) and/or another number that may be officially adopted by the Brazilian government** in order to allow equal treatment in the current system of contracting of companies with fiscal domicile in Brazil included in the National Registry of Legal Entities (CNPJ), to verify the legal standing and regular operation of these companies, and to establish traceability for identification of the supplier/company, qualification, and life cycle of contracts for payment purposes.

- **Trader Identification Number (TIN)** - is an identification code established by the World Customs Organization (WCO). The WCO has developed a set of guidelines, including technical standards and a recommendation on the TIN to support a globally harmonized approach for the assignment, exchange and identification of TINs for economic operators. The goals of developing these guidelines are to enable the efficient implementation of mutual recognition agreements of authorized economic operators and to strengthen cooperation between customs in general. In short, it is a code that allows the recognition between countries of the tax information of economic operators. It is composed by adding a separate, designated 2-digit alphanumeric ISO country code as a qualifier to the already existing national identifier (the CNPJ in the case of Brazil).

Source: <http://www.wcoomd.org/en/topics/facilitation/instrument-and-tools/tools/trader-identification-number.aspx>

- DUNS® - is a unique nine-digit identifier for companies worldwide that provides basic data such as company name, country of origin and tax domicile, from **Dun & Bradstreet**. It also enables access to additional information such as financial situation analysis and compliance levels.

Source: <https://www.dunsregistered.com/DUNS.aspx>

Foreign companies authorized to operate in Brazil must register in the SICAF in like manner as Brazilian companies by complying with the requirements of Arts. 27 to 31 of Law No. 8666 of June 21, 1993. It should be noted that the authorization decree to operate in the country must be presented at the time of legal qualification (along with registration or authorization to operate issued by the appropriate agency) when the activity so requires under the terms of Art. 28 of Law No. 8666, 1993 and Art. 20-B of IN No. 3, 2018. (Access **SICAF Manual (normative)** and **SICAF Tutorial** - Legal Entity registration).

2. System Access

SICAF is available on the Federal Government procurement portal (Comprasnet) at <https://www.gov.br/compras/pt-br>.

To access the system, the individual responsible for the registration (partner, legal representative, or other person authorized by the company) must click on the “Sicaf” icon in the “Systems” tab, as shown in the figure below:

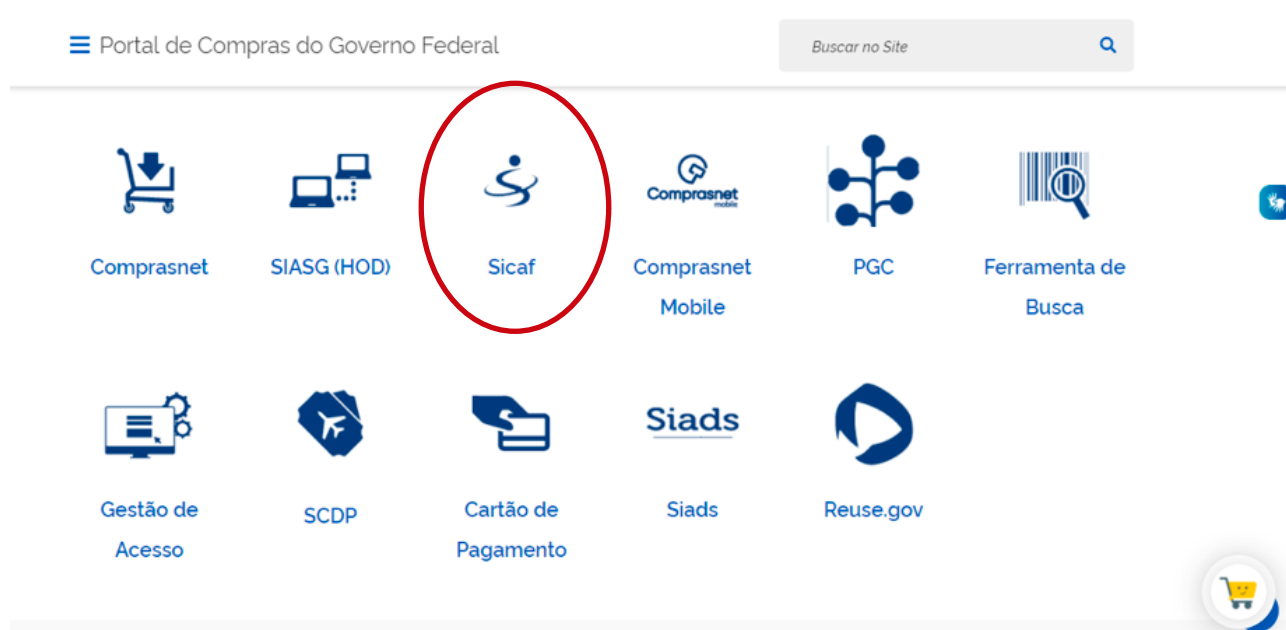


Figure 1 - Access to SICAF

3. SICAF's Opening Page

After accessing the system, the SICAF opening page presents general SICAF guidelines, **as shown in the image below.**

SICAF Digital



Figure 2 - Access to the system login environment

- i. After accessing the system, as shown in the figure above, you will access the page where the SICAF registration process begins, as shown below. Note that, in the upper right corner, you may select your preferred language: English, Spanish or Portuguese.
- ii. Next, the foreign supplier status must be provided. Note that companies authorized to operate in Brazil must insert the CNPJ (same as the Brazilian supplier environment), while companies that do not operate in Brazil must insert the corresponding identifier code (TIN or DUNS, or other equivalent).



NEW USER - On initial access, the individual who heads the foreign company must register as a new user, as indicated on the screen below. (figure 3). The system will then ask for the name of the individual responsible for registration, the contact e-mail, personal data, and allow you to create a password (figure 4).

The screenshot shows the SICAF login and registration interface. On the left, the SICAF logo is displayed with the text "Sistema de Cadastramento Unificado de Fornecedores". On the right, the login form is titled "Welcome to SICAF" and includes a language selector (English, Spanish, Portuguese). Below the title, it says "Enter your credentials below" and has a dropdown menu for "Foreign Supplier". The form contains fields for "User" (with a placeholder "Type your e-mail") and "Password" (with a placeholder "Type your password"). There is a reCAPTCHA "I'm not a robot" checkbox and a blue "Enter" button. At the bottom of the form, there are links for "Register New User" and "Reset your Password". At the bottom of the page, under the heading "Public inquiries", there are three buttons: "Registration Certificate", "Supply lines", and "Under restriction to contracting with Public Administration".

Figure 3 - Register New User

Register Foreign User

Foreign User

*

Name

*

E-mail

Secondary E-mail

*

Password

*

Confirm Password

*

Secret Question

E.g.: What's my favorite color?

*

Answer to the Secret Question

E.g.: Blue

*

Birth Date

*

Country

*

Type of ID

*

Identification Number (ID)

*

Issuance Date

Validity Date

*

Country Code

*

Telephone Number

Two-factor authentication

No

CONFIRM

CANCEL

Figure 4 - Create Access Password

- iii.** After completing the registration, the **user will receive an e-mail with a message containing a link for account activation.** If necessary, the user may request that the message be resent.

Register Foreign User

Foreign User

An email was sent to the:

ss with a link to activate the account. Your account can only be used after being activated.

If you wish, you can request the resubmission of the email from the Resend button.

RESEND

BACK

(*) Mandatory field

Figura 5 - Request Link

This is an automatic notification. Please, do not reply.

Dear Mr./Mrs.,

An account was created on SICAF using the email

To confirm the email and activate the account, click on [Activate Account](#). If you have not registered, disregard the message.

SICAF - Unified Registration System of Suppliers

<http://www.comprasgovernamentais.gov.br>

Call Center: 0800 978 9001 or preferably through the link: <http://portaldeservicos.planejamento.gov.br>

Figure 6 - Email message.

iv. Once the user account has been activated, the system will allow initial access.



Figure 7 - Enrollment activation



NOTE: Only the individual responsible for SICAF registration or managers may access/change the foreign company's registration (include information and files).

After initial account access, the individual responsible for the registration may log into Sicaf.

4. Registration

Registration of foreign companies that do not operate in the country must be carried out in accordance with **Art. 20-A of Normative Instruction No. 3 of April 26, 2018**, which establishes that:

- a)** The documents **required by Brazilian law for SICAF registration, especially for levels II, III, and IV, may be satisfied by means of equivalent documents** initially presented via a free translation. (Attachment/Table - Equivalent Documents)
- b)** For the purpose of signing a contract or bidding protocol:
 - b.1)** the equivalent documents submitted with free translation must be replaced in the system by documents translated (by a translator who is accredited in the country) and apostilled in accordance with the provisions of Decree No. 8,660 of January 29, 2016, or another that replaces it or authorized by the respective consulates or embassies.
 - b.2)** the foreign company must include in the system information concerning the legal representative in Brazil having express powers to receive summons and respond administratively or judicially.
- c)** **If no equivalent documents exist**, the individual responsible for the registration must indicate this in the appropriate field in the system.

Level 1

Accreditation

Accreditation—the first level of SICAF registration—consists of basic information about the partners, managers, individual responsible for the registration, and company data. Regular registration at this level allows interested parties to participate in the open bidding modality, in its electronic form, as well as in the Electronic Waiver and in the Differentiated Electronic Contracting Regime - RDC.

The equivalent documents required at this level can be found in the Appendix of this Manual.

- i. To begin registration click on the registration command in the upper left tab and on Level I – “Credenciamento” (accreditation).

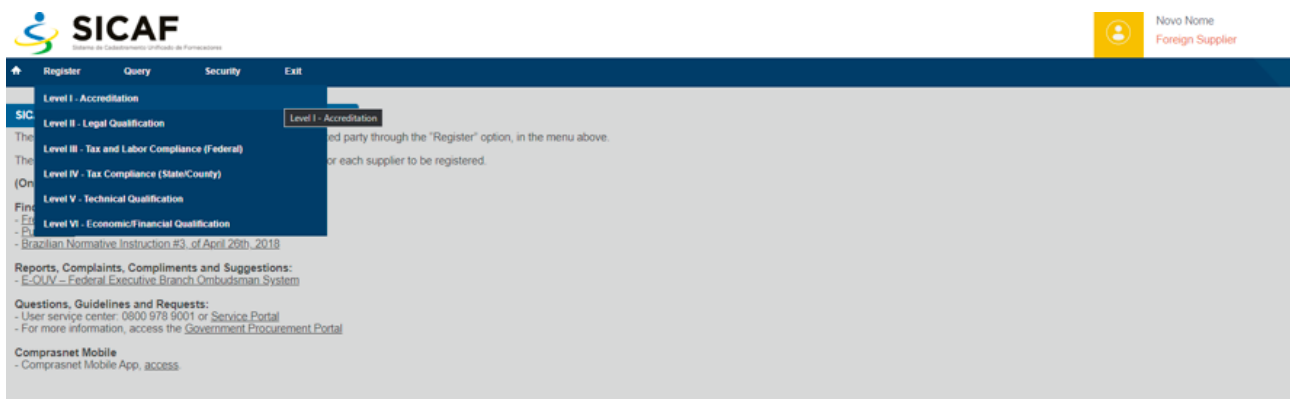


Figure 8 - Level I - Accreditation

- ii. Next, indicate the country of origin and foreign identifier (TIN, DUNS, or other that may be officially adopted by the Brazilian government).

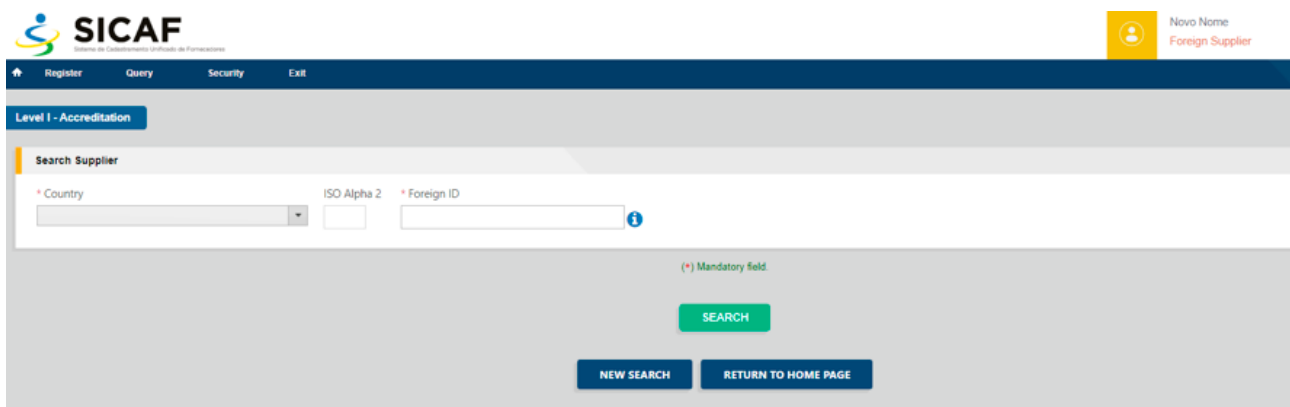


Figure 9 - Foreign company identification



NOTE: When completing the Foreign Identifier, the Iso Alpha code for the country is not required.

iii. Next, the system will present you with a form to fill in the following information:

A Supplier

Information about the foreign company.

Data to be entered: country, foreign identifier, company name, opening date, and contact information.

Level I - Accreditation

Supplier

Country: Portugal ISO Alpha 2: PT TIN: 123456789

* Name of the company: Company Establishment Date: DUNS#:

Trading Name: Business Entity Type:

Supplier Status: Without registration Level Status I: Without registration % D&B Grip: 0

Address and Main Contact

* Country Code: * Telephone Number:

* E-mail:

* Zip code:

* Address:

State:

Figure 10 - Supplier Information

B Individual responsible for registration

Partner, legal representative, or other person authorized by the company. (Already registered Figure 4 - Create password)

Data to be provided: ID document - type, number, date of issue, expiration date; Name; Country of origin; Date of birth; Main contact address and e-mail.

Responsible for Registration

E-mail Country
Germany

Name
Novo Nome

Type of ID
CVC

Identification Number (ID)
123

Issuance Date Validity Date
07/01/2020 07/22/2020

Figure 11 - Inclusion of the individual responsible for registration

Legal Representative

Next, provide the legal representative in Brazil, individual or legal entity, with express powers to receive summons and respond administratively or judicially (§4, Art. 32 of Law 8.666, 1993), to sign the contract or bidding protocol.

SICAF
Sistema de Cadastro Unificado de Fornecedores

Register Query Security Exit

Proof of Regularity

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date		Supplier Status		
05/27/2022		Registered		

Proof of Regularity Data

* Type of Proof
Certificate

* Validity Date * Evidence File

SELECT

* Description

Figure 12 - Legal Representative

Insert power of attorney of the legal representative in Brazil.

Power of Attorney

* Evidence File



Figure 13 - Power of Attorney

D Members and officers

Register the partnership and officers according to the bylaws or articles of incorporation and updates.

Data to be provided: identification document - type, number, date of issuance, expiration date; name and shareholding; country of origin; date of birth; marital status; main contact address and e-mail. In case of managing partner state and include the position.

The screenshot shows a web interface with three main sections, each with a minus icon in an orange square on the left. The first section is titled "Partners / Administrators" and contains the text "No Partner / Administrator Data registered" with a green "ADD" button below it. The second section is titled "Managers" and contains the text "No manager registered" with a green "ADD" button below it. The third section is titled "Supplier Supply Lines" and contains two sub-sections: "Supply" with the text "No supply lines registered" and "Service" with the text "No supply lines registered", both with a green "ADD" button at the bottom.

Figure 14 - Inclusion of the person responsible for the registration, members, and officers

Partner / Administrator

Supplier

Country	Foreign ID	Name	Company Establishment Date
Portugal	PT123456789	Nova Companhia	05/01/2021

Supplier Status	Level Status
Without registration	In draft

Partner / Administrator Data

* Type of ID

* Identification Number (ID)

* Evidence File do Documento ⓘ

* Issuance Date

Validity Date

* Name

* Company Participation (%)

* Birth Country

* Birth Date

* Marital Status

☐ Include as a Manager

Figure 15 - Adding Member/Officer data

View members and officers who have been included

Partners / Administrators						
Type of ID	Identification Number	Name	Company Participation (%)	E-mail	Action	
CD	123	Aline Pereira	100,000000	psyco.nine@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="ADD"/>						
Managers						
Type of ID	Identification Number	Name	Title	E-mail	Partner / Administrator	Action
CD	123	Aline Pereira	CEO	psyco.nine@gmail.com	Yes	<input type="checkbox"/> <input type="checkbox"/>
<input type="button" value="ADD"/>						

Figure 16 - Viewing information

E Supply Line

Report goods and services.

In order to receive notification of the disclosure of electronic dispensation, biddings, and RDC processes, the company must correctly register its supply line.

Cadastrar Linha de Fornecimento do Fornecedor

Supplier

Country	Foreign ID	Name	Company Establishment Date
Portugal	PT123456789	Nova Companhia	05/01/2021
Supplier Status	Level Status I		
Without registration	In draft		

Search Supply Lines

Type
☐ Supply ☒ Service

* Code * Name

(*) It is mandatory to fill at least one of the fields.

Supplier Supply Lines

Supply
No supply lines registered

Service
No supply lines registered

Figure 17 - Supply Line

After entering the information, click save to confirm the registration.

Cadastrar Linha de Fornecimento do Fornecedor

Supplier

Country	Foreign ID	Name	Company Establishment Date
Portugal	PT123456789	Nova Companhia	05/01/2021
Supplier Status	Level Status I		
Without registration	In draft		

Search Supply Lines

Type
☐ Supply ☒ Service

* Code * Name

(*) It is mandatory to fill at least one of the fields.

Supplier Supply Lines

Supply
No supply lines registered

Service

Code / Name
1856 - Obras Civis - Diques e Ensecadeiras
20460 - Locação de Mesa / Cadeira / Mobiliário decoração interior

(*) Mandatory field.

Figure 17 - Confirm Supply Line

F Locations of operation

The foreign company may provide the locations where it operates by continent and countries.

The screenshot displays the 'Operation Coverage' form. At the top, there is a 'Worldwide' checkbox. Below it, the 'Continents' section features two columns: 'Available' (listing Africa, America, Antarctica, Asia, Europe, and Oceania) and 'Selected' (currently empty). Green arrow buttons facilitate moving items between these columns. The 'Countries' section follows a similar layout with an 'Available' list (including Afghanistan, Aland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, and Antigua and Barbuda) and an empty 'Selected' column, also with green arrow buttons. At the bottom right, there are 'SAVE' and 'BACK' buttons.

Figure 19 - Locations of Operation

G Conclude the registration

After entering the required information and documents, the person responsible for the registration must click on the option “credenciar” (accredit).

This screenshot shows four buttons arranged in a 2x2 grid. The top row contains a green 'SAVE DRAFT' button and a green 'ACCREDITATION' button, with a red arrow pointing to the latter. The bottom row contains a dark blue 'NEW SEARCH' button and a dark blue 'RETURN TO HOME PAGE' button, with a red arrow pointing to the latter.

Figure 20 - Accreditation

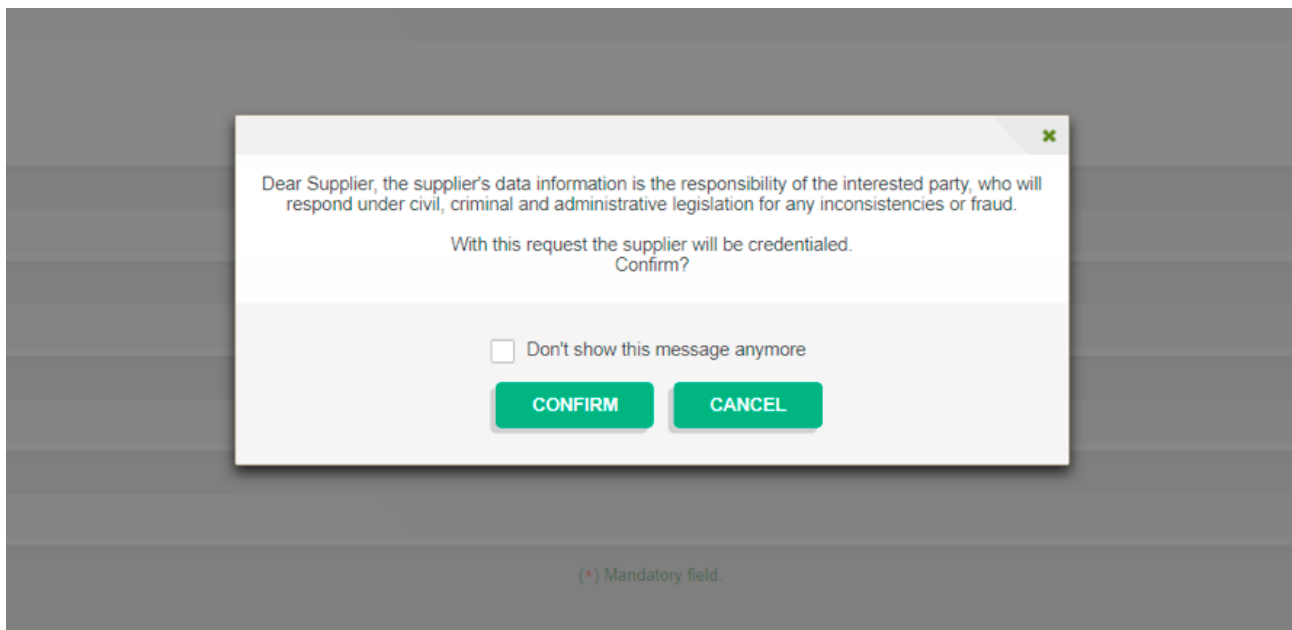


Figure 21 - Responsibility for Information

Confirm accreditation

The foreign company (supplier) must verify at the end of the registration if the **status in the system appears as accredited**, in order to allow its participation in electronic modalities. Always check the status in the system.

Figure 22 - Confirm Accreditation

Level 2

Legal Qualification

The legal qualification consists of proof that the foreign company is legally constituted and registered in the country of origin. (Supersedes the requirements of Art. 28 of Law No. 8.666, 1993). This level requires uploading the appropriate document related to the articles of incorporation, bylaws, or social contract in force, duly registered in the country of origin, accompanied by updated documents of the election of its administrators and recent changes or respective consolidation.

- i. Initially click on the item “Cadastro” (registration) in the upper tab. After choosing Level II - Legal Entitlement, provide the country and foreign identifier (TIN, DUNS, or other equivalent to the Legal Entity Registration in the country of origin).

The screenshot shows the SICAF web interface. At the top, there's a navigation bar with 'Register', 'Query', 'Security', and 'Exit'. A user profile icon is on the right with the text 'Novo Nome Foreign Supplier'. Below the navigation bar, a blue tab labeled 'Level I - Accreditation' is selected. The main area is titled 'Search Supplier' and contains three input fields: 'Country' (a dropdown menu), 'ISO Alpha 2' (a text box), and 'Foreign ID' (a text box with an information icon). A red asterisk and the text '(*) Mandatory field' are positioned above the 'Foreign ID' field. Below the input fields is a green 'SEARCH' button. At the bottom, there are two blue buttons: 'NEW SEARCH' and 'RETURN TO HOME PAGE'.

Figure 21 - Level II Legal Qualification



Note: When completing the Foreign Identifier, it is not necessary to include the Iso Alpha code for the country.

- ii. The system will then open the screen for Level II - Legal Qualification, with guidelines and a request for supporting documents.

The screenshot shows the SICAF web interface for 'Level II - Legal Qualification'. At the top, the same navigation bar is present. A blue notification banner at the top right says 'Operation of inclusion performed successfully.' Below the navigation bar, a blue tab labeled 'Level II - Legal Qualification' is selected. The main area is titled 'Supplier' and displays a table with the following data:

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122

Below the table, there are three more fields: 'Register Expiration Date' (05/27/2022), 'Supplier Status' (Registered), and 'Level Status II' (Registered). Below this is a section titled 'Guidance' with a yellow arrow icon. The text in the guidance section reads: 'Upload the document that shows the existence, validity and legal status of the company. Documents of creation and registration of the company, such as a constitutive act, articles of association or registration with the competent governmental agency, are some examples of documents that prove the legal regularity of the company. If there is no equivalent documentation in your country, leave the field blank and check it does not apply.'

Figure 22 - Guidelines and supporting documents

iii. Include bylaws. (Annex - Equivalent documents).

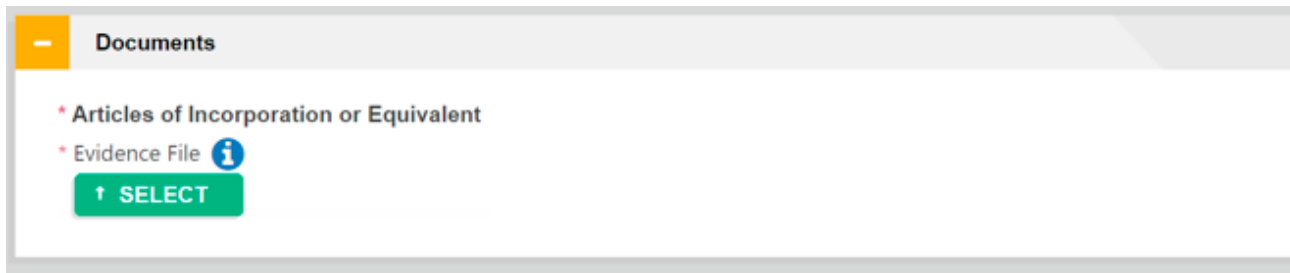


Figure 23 - Include Bylaws

vi. The person responsible for the registration must save the information.

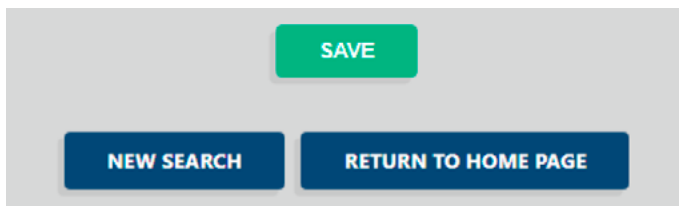


Figure 26 - Saving Information

vii. Soon after, the system will inform you that the operation was successful.



Supplier				
Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date				
05/27/2022				
Supplier Status		Level Status II		
Registered		Registered		

Figure 27 - Confirm Legal Entitlement

Level 3

Federal and Labor Tax Compliance

The foreign company must prove that it is up to date with its tax and labor obligations in its country of origin (it supersedes the requirements of Art. 29 of Law No. 8.666, 1993.) At this level, Statements that the company is not in default with its federal taxes and comply with its labor obligations must be uploaded (Annex - Equivalent Documents).

i. First, click on the “Cadastro” (registration) item in the upper tab. After choosing Level III – Federal and Labor Tax Compliance, proceed to include the supporting document.

SICAF
Sistema de Cadastro e Controle de Fornecedores

Register Query Security Exit

Level III - Tax and Labor Compliance (Federal)

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date	Supplier Status	Level Status III		
05/27/2022	Registered	Without registration		

Guidance

Upload the document that proves your company's tax and labor situation. This document certifies that your company pays all your taxes and is in compliance with its obligations towards its employees. Documents issued by the government, or credit agencies, are examples that serve this field. If there is no equivalent documentation in your country, leave the field blank and check it does not apply.

Figure 28 - Guidelines

- ii. Include the document type, declaration control code, and expiration date. (Annex - Equivalent Documents).

SICAF
Sistema de Cadastro e Controle de Fornecedores

Register Query Security Exit

Proof of Regularity

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date	Supplier Status			
05/27/2022	Registered			

Proof of Regularity Data

* Type of Proof
Certificate

* Validity Date

* Evidence File
SELECT

* Description

Figure 29 - Upload Statements

- iii. If there are no equivalent documents, the individual responsible for the registration should indicate that the requirement does not apply to the foreign company and explain the situation in the appropriate field (paragraph 1 of Art. 20-A of IN No. 3, 2018).

SICAF
Sistema de Cadastro e Controle de Fornecedores

Register Query Security Exit

Level III - Tax and Labor Compliance (Federal)

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date	Supplier Status	Level Status III		
05/27/2022	Registered	Without registration		

Guidance

Upload the document that proves your company's tax and labor situation. This document certifies that your company pays all your taxes and is in compliance with its obligations towards its employees. Documents issued by the government, or credit agencies, are examples that serve this field. If there is no equivalent documentation in your country, leave the field blank and check it does not apply.

Proof of Regularity

☒ Not Applicable

* Justification

Figure 30 - No equivalent documents

Level 4

State and Municipal Tax Compliance

The foreign company must prove that it is up to date with its State and Municipal obligations, to the extent that such tax collections are required in the country of origin (it supersedes the requirements of Art. 29 of Law No. 8.666, 1993). At this level, a Statement that the company is in good standing with its obligations vis-à-vis these respective levels of government must be uploaded. (Annex - Equivalent Documents).

- i. If there are no equivalent documents, the individual responsible for the registration should add that the requirement does not apply to the foreign company and explain the situation in the appropriate field (paragraph 1 of Art. 20-A of IN no. 3, 2018).

Level IV - Tax Compliance (State/Country)

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122

Register Expiration Date: 05/27/2022 Supplier Status: Registered Level Status IV: Without registration

Guidance

Upload the document that represents a tax situation and work with the company considering a relationship with the states, cities or municipalities in the country. This level applies to an integrated system in the country with all the information requested at level III. If not, you can apply the equivalent in your country, leave the field blank and check does not apply.

Proof of Regularity

☒ Not Applicable

* Justification

Figure 31 - No equivalent documents

Level 5

Technical Qualification

In the economic-financial qualification section, the company must prove that it has the necessary and sufficient technical capacity to perform the contract in a satisfactory manner (this supersedes the requirement under item I, Art. 30 of Law no. 8.666, 1993). At this level, the company must upload Certificates or Statements from public or private legal entities, as well proof of registration of Technical Professional(s) for the supplier in the appropriate Professional Regulation Council, in the country of origin, when so required under specific provisions in the Request for Proposals (sole paragraph of Art. 3).

Comments:

1. Documentation regarding the supplier's technical qualification must be provided for in the Request for Proposals, as conditions require (Art. 27 of IN no. 3, of 2018).
2. Registration or enrollment with the appropriate professional agency may be waived when it is not required for the exercise of the activity (§ 2 of Art. 14 of IN no. 3, of 2018).

SICAF
Sistema de Cadastro e Licitação do Governo Federal

Register Query Security Exit

Novo Nome
Foreign Supplier

Level V - Technical Qualification

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date	Supplier Status	Level Status V		
05/27/2022	Registered	Without registration		

Guidance

Upload the documents that make up a good reputation and quality of services provided by your company. You can include letters of recommendation, certificates of technical capacity, proof of delivery and other equivalent documents, which comprise a company's experience and its ability to meet the requirements of the Brazilian government in a bid.

Figure 32 - Guidelines

A Proof of registration of the supplier's technical professional(s)

At the appropriate Professional Regulation Council, in the country of origin.
Information required: Trade association, registration no., and expiration date.
(Annex - Equivalent Documents).

Inclusion: Technical Qualification

Type of Qualifier Entity

☒ Technical Entity ☐ Certification ☐ Letter of Recommendation

* Entity and UF

* Register Number Validity Date * Evidence File

Figure 33 - Include Technical Qualification

B Certificates or statements

Provided by public or private legal entities.

Information required: Certifying entity, certificate or statement no., expiration date.

Inclusion: Technical Qualification

Type of Qualifier Entity
☐ Technical Entity ☒ Certification ☐ Letter of Recommendation

* Certifier

* Certificate Number Validity Date * Evidence File

Figure 34 - Include Certificates or Statements

After the information is included, click on save. The system will let you know that the information was successfully included.

SICAF
Sistema de Cadastro Unificado de Fornecedores

Aline Pereira

Operation of Inclusion performed successfully.

Register Query Security Exit

Level V - Technical Qualification

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Chile	CL123456789	Nova Empresa	06/01/2021	ESTRANG0000124
Register Expiration Date	Supplier Status	Level Status V		
06/07/2022	Registered	Registered		

Figure 35 - Confirm Technical Qualification

Level 6

Economic-Financial Qualification

In the economic-financial qualification, it is important to demonstrate that funds and resources are available for the satisfactory performance of the contract (this supersedes the requirements of Art. 31, Law no. 8.666, 1993). At this level, the Balance Sheet and financial statements must be uploaded. These should be for the previous last fiscal year, having been prepared and registered in accordance with the law and the Certificate issued by the official agency of the country of origin, attesting that the foreign company is not undergoing bankruptcy, judicial reorganization, or any other similar process. (Annex - Equivalent Documents).

SICAF
Sistema de Cadastro e Qualificação de Fornecedores

Novo Nome
Foreign Supplier

Register Query Security Exit

Level VI - Economic/Financial Qualification

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date	Supplier Status	Level Status VI		
05/27/2022	Registered	Without registration		

Guidance

Upload the document that demonstrates your company's financial health. Commercial cash flow records, balance sheets and accounting records, generated or recognized by the Government, or credit agencies are examples that serve this field. If there is no equivalent documentation in your country, leave the field blank and check it does not apply.

Figure 36 - Guidelines

A Balance sheet and financial statements

Should include the following: initial and final period, date of expiration of the balance sheet, type of balance sheet (initial, interim, or annual), and month and year in the case of financial statements.

Level VI - Economic/Financial Qualification

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date	Supplier Status	Level Status VI		
05/27/2022	Registered	Without registration		

Guidance

Balance Sheet

* Type of Balance Sheet
☒ Annual Balance Sheet ☐ Opening Balance Sheet ☐ Partial Balance Sheet

* Initial Period * Final Period * Balance Sheet Validity

* Financial Statement * Evidence File **SELECT**

Figure 37 - Include Balance Sheet and Financial Statements

B Certificate of bankruptcy or judicial recovery,

if any, should include the following: Certificate control code and expiration date.

Level VI - Economic/Financial Qualification

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Portugal	PT123456789	Nova Companhia	05/01/2021	ESTRANG0000122
Register Expiration Date	Supplier Status	Level Status VI		
05/27/2022	Registered	Without registration		

Guidance

Balance Sheet

Certificate of Bankruptcy/Reorganization

☒ Inform Certificate

* Certificate Control Code * Validity Date * Evidence File **SELECT**

Figure 38 - Bankruptcy or Judicial Reorganization Certificate

After you save, the system will let you know that the operation was successful.

SICAF
Sistema de Cadastro Unificado de Fornecedores

Register Query Security Exit

Aline Pereira

Operation of Inclusion performed successfully.

Level VI - Economic/Financial Qualification

Supplier

Country	Foreign ID	Name	Company Establishment Date	ComprasNet ID
Chile	CL123456789	Nova Empresa	06/01/2021	ESTRANG0000124
Register Expiration Date	Supplier Status	Level Status VI		
06/07/2022	Registered	Registered		

Guidance

Upload the document that demonstrates your company's financial health. Commercial cash flow records, balance sheets and accounting records, generated or recognized by the Government, or credit agencies are examples that serve this field. If there is no equivalent documentation in your country, leave the field blank and check it does not apply.

Figure 39 - Confirm Economic-Financial Qualification

5. Searches

The system also allows searches to be conducted in order to verify registration information and pending issues (registration levels), and also reports to be generated (Supplier Status, Technical Qualification, Active Occurrences, and Current Impediments) and the supplier's Certificate of Registration (CRC).

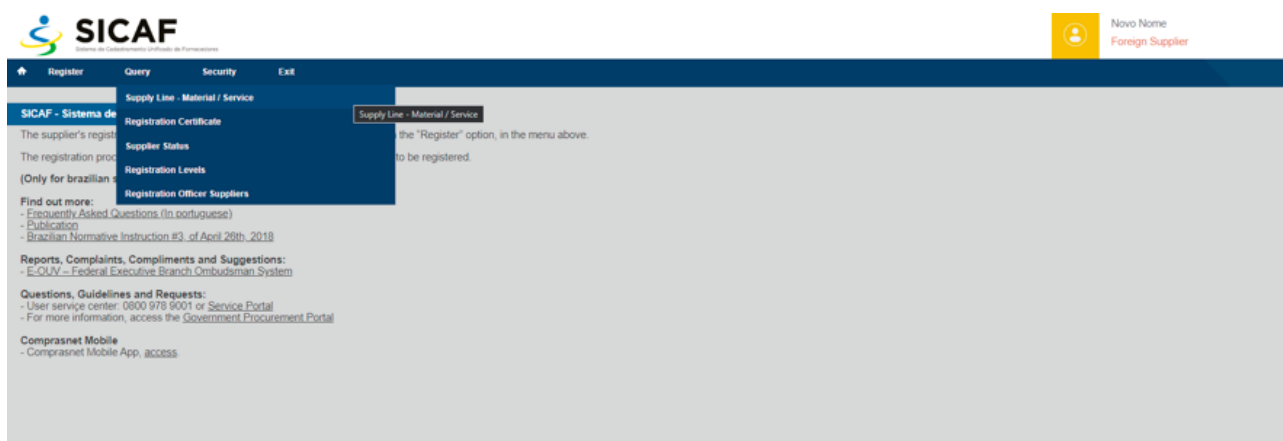


Figure 40 - Searches

NOTE: The Certificate of Registration may be issued, for the purpose of demonstrating that the supplier is accredited in the SICAF, except for cases of suppliers with an INACTIVE registration and expired registration data.

6. Security

In the “Segurança” (Security) tab, the system allows you to change the registration data, the individual responsible for the registration, and the password. Changing the individual responsible for the registration can be performed by the partner/administrator.



Figure 41 - Security

7. Financial Calculator

Accounting ratios

Pursuant to paragraph 5, Art. 31 of Law 8.666 of 1993, the “evidence of the company’s good financial standing shall be provided in an objective manner, by calculating accounting ratios provided for in the invitation to bid and duly justified during the administrative proceedings initiated with the invitation to bid. Ratios and indexes that are not usually adopted for assessing whether a company has sufficient financial standing to comply with the obligations arising from the bid cannot be required.

SEGES provides a financial calculator as a tool to support suppliers, agencies, and bidding entities in order to verify the company’s financial position based on the information contained in the Balance Sheet and included into the SICAF by the supplier (Articles 15 and 16 of IN No. 03 of 2018). It can also be used to calculate accounting ratios (paragraph 5 of Art. 31 of Law No. 8666 of 1993) that are usually adopted as General Liquidity (LG), General Solvency (GS), and Current Liquidity (LC), as provided for in the Request for Proposals (Art. 22 of IN no. 03, of 2018), available at <https://antigo.comprasgovernamentais.gov.br/index.php/calculadora>.

Figure 42 - Financial Calculator

Documents required for registration at Sicaf

The following is a comparative summary of documentation that is required for qualifying Brazilian and foreign companies that do not operate in the country.

Skill Levels	Brazilian Companies	Foreign companies (equivalent documentation)
Level I Accreditation	<ul style="list-style-type: none"> • Registration in the National Register of Legal Entities - CNPJ. • Individual Taxpayer ID (CPF) and ID card (RG) of the partners, managers and spouses/companions • Marriage or marriage certificates of the manager(s) and partner(s); • Proof of enrollment in the State or Municipal Taxpayer Registry, if any. 	<ul style="list-style-type: none"> • Foreign identifier (TIN, DUNS or other that may be officially adopted by the Brazilian government) • Official personal identification document with photo issued by the country of origin, for members and directors, as well as spouses/partners. • Marriage certificates of the manager(s) and partner(s);

Skill Levels	Brazilian Companies	Foreign companies (equivalent documentation)
<p>Level II</p> <p>Legal Qualification</p>	<ul style="list-style-type: none"> • Corporate registration at the Board of Trade (individual entrepreneur); or an act of incorporation, bylaws, or articles of incorporation in effect, and all contractual amendments duly registered at the Board of Trade (entrepreneurial company or cooperative); or an act of incorporation duly registered at the Registry Office of Legal Entities (non-business companies). • Documents for the election or appointment of the current directors (companies) accompanied by proof of the current board of directors; accompanied by proof of the current board of directors; for non-corporate 	<ul style="list-style-type: none"> • Proof of regular legal existence, by means of a suitable document from the foreign company's country of origin, correlated to the articles of incorporation, bylaws, or corporate contract in force, duly registered in the country of origin. • Updated documents on the election of directors and recent changes or respective consolidation. • Power of attorney of the legal representative in Brazil, individual or legal entity, with express powers to receive summons and respond administratively or judicially (§4, Art. 32 of Law 8.666, 1993).
<p>Level III and IV</p> <p>Tax and Labor</p>	<ul style="list-style-type: none"> • Proof of quittance with the Federal Treasury (Internal Revenue Service and Attorney General of the National Treasury - Active Debt) and INSS; • Proof of quittance with the State, Municipal, and District Treasury. • FGTS Negative Certificate; and • Labor Clearance Certificate (CNDT). 	<ul style="list-style-type: none"> • A statement issued by a competent authority in its country of origin, that the company does not owe taxes in any level of government in the country of origin, or a certificate to that effect. • Declaration issued by a competent authority in your country of origin, of the inexistence of labor debts to employees and unemployed persons, or a certificate proving the same.

Skill Levels	Brazilian Companies	Foreign companies (equivalent documentation)
Level V Technical Qualification	<ul style="list-style-type: none"> • Proof of Registration or Enrollment of the Professional(s) Responsible Technician(s) of the supplier in the competent Professional Regulation Council. • Certificates or Attestations provided by legal entities of public or private law aimed at proving the company's operational technical capacity. 	<ul style="list-style-type: none"> • Proof of Registration or Enrollment of the Professional(s) Responsible Technician(s) of the supplier in the competent Professional Regulation Council, in the country of origin • Certificates or Attestations provided by legal entities of public or private law intended to prove the technical capacity or capability of the foreign company (technical-professional and technical-operational evidence), must be duly translated.
Level VI Economic-Financial Qualification	<ul style="list-style-type: none"> • Balance sheet and financial statements for the last fiscal year, prepared and registered under the terms of the legislation in effect. • Negative certificate of bankruptcy or judicial reorganization 	<ul style="list-style-type: none"> • Balance Sheet and financial statements for the last fiscal year. • Certificate issued by an official agency of the country of origin, certifying that the foreign company is not facing bankruptcy, judicial reorganization or similar situation.

Table – Equivalent Documents

Note: “Equivalent documents” are considered to be those intended for the same purpose as the Brazilian supplier’s presentation document, or those that contain information similar to documents issued in Brazil.

For the insertion of documents in the system, the individual responsible for registration must observe the following rules:

- a.** The formats and extensions accepted in SICAF are: pdf, .zip, .rar, and .7z.
- b.** The character limit for the file name to be entered is 150.
- c.** The maximum sizes per document type can be checked in the system by placing the cursor over the item choose file.



NOTE! In case there are no equivalent documents for the registration levels, the individual in charge must advise that the requirement does not apply to the foreign company and indicate the same in the appropriate field in Sicaf.

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