



**DETAIL OF DOCUMENTATION THAT IS REQUIRED  
SUPPLIERS OF MATERIALS**

1. LETTER OF INTRODUCTION
2. LEGALIZED PHOTOCOPY OF COMMERCIAL REGISTER'S LICENSE (FUNDEMPRESA) FOR THE LAST ADMINISTRATIVE YEAR
3. CERTIFICATE OF NIT [INDIVIDUAL TAXPAYER'S NUMBER]
4. COMPANY'S ORGANIZATIONAL CHART
5. COMMERCIAL, PROFESSIONAL OR OTHER REGISTRATIONS
6. INTERNAL POLICIES, PROGRAMS AND/OR MANUALS
7. LIST OF MATERIALS OFFERED
8. LIST OF EQUIPMENT
9. DETAIL OF FACILITIES (SPECIFYING THEIR LOCATION)
10. ISO CERTIFICATES (IF THEY EXIST)
11. LETTER OF REPRESENTATION FROM FOREIGN COMPANIES
12. PORTFOLIO OF CLIENTELE
13. REFERENCES FROM CLIENTS
14. OTHERS (DESCRIBE).

**NOTE.** Even if, due to the nature or business of the company, it does not correspond or it is not possible to present all the documentation described, we request that, in your presentation package, you respect the numbering given to each document or group of documents above.