



**MINISTRY OF DEFENCE
AIR FORCE COMMAND
BRAZILIAN AERONAUTICAL COMMISSION IN EUROPE**

ELECTRONIC REVERSE AUCTION

Bidder's Registration and Update within BACE



I- INTRODUCTION

The company registry is the first step for those interested in making business with the Brazilian Aeronautical Commissions in Europe (BACE). The registry and qualification criteria hereby defined are based on the Brazilian Ministry of Defence Ordinance GM-MD n° 5.175/2021 and collects the minimum legal and financial-economic qualification requirements for a company to be eligible to participate in **BIDDING PROCESSES**, as per defined in Chapter XIV from the mentioned Ordinance.

The registration procedure is only mandatory for **ELECTRONIC BIDDING PROCESSES** but registered and qualified companies will be notified of **regular bidding processes** so it is interesting to keep and updated profile within BACE. Updates should be made yearly or whenever there's a change in circumstances of the company.

For In Person Bidding Processes and Direct Hiring, registry and qualification criteria may be verified at the public session or before the issue of purchase order, respectively.

II - REGISTER REQUIREMENTS

The registration process is available for companies via the e-mail bid@bace.org.uk, by providing us with the information listed below:

III – Qualification Requirements

1) CAGE Code (mandatory “Active” status):

This requirement is only for Electronic Reverse Auctions. In the absence of a CAGE Code, the company shall not take part in Electronic Reverse Auctions.

The Commercial and Government Entity Code, or CAGE Code, is a unique identifier assigned to suppliers to various government or defence agencies, as well as to government agencies themselves and various organizations. CAGE codes provide a standardized method of identifying a given facility at a specific location and is used as part of the legal qualification for registering a company.

CAGE Codes are used extensively and internationally as part of the NATO Codification System (NCS), where they are sometimes called NCAGE Codes. CAGE codes are referenced in various databases of the NCS as well as in most of the technical orders from manufacturer of aviation and defence equipment, where they are used along with the supplier's part number to form a reference which is held on the National Stock Number (NSN) record.

This reference enables users of the NCS to determine who supplies any given part, which permits to work with cross references and reach as many potential suppliers as possible during a bidding process.

The CAGE Code can be requested with no cost by accessing the Commercial and Government Entity Program at <https://cage.dla.mil/home> or intermediate cataloging associations. Make sure your company cage code is in “Active” status while submitting your registry or update request.

2) DUNS Number from Dun & Bradstreet (mandatory “Active” status)

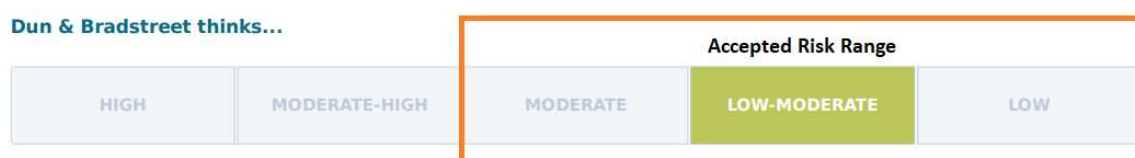
DUNS® - is a unique nine-digit identifier for companies worldwide, providing basic data such as company name, country of origin and tax domicile, sourced from Dun & Bradstreet. It also makes it possible to access additional information such as financial situation analysis, and which is used to meet financial-economic registry requirements.

Companies can get a free D-U-N-S Number in up to 30 business days accessing: <https://www.dnb.com/duns-number/get-a-duns.html>.

In case your company has the interest of participating an open reverse auction and do not own a DUNS number, but has ordered one, you can complete the registration procedure by sending us the proof of the DUNS number request and the Registration Commission will consider this requirement fulfilled.

The standard tool used by BACE to verify the accomplishment of a supplier business’ risk is through the DUNS Credit Report at D&B Finance Analytics (in specific the Overall Business Risk) which is widely used for this purpose and stands as the financial-economic qualification requirement for a company to be registered in our database.

OVERALL BUSINESS RISK ®



For more information, please access: <https://www.dnb.com/products/finance-credit-risk/dnb-finance-analytics.html>. **Different requirements of the DUNS Credit Report may be demanded for specific auctions, depending on the nature of the acquisition.** All requirements will be informed beforehand on the Bidding Process documents.

In case the Overall Business Risk index is not available at DUNS Credit Report at D&B Finance Analytics, the Registering Commission may ask for complementary information and the minimum qualification requirements will be:

2.1) Minimum of GBP 25,000.00 total annual sales – to be verified through the DUNS Credit Report at D&B Finance Analytics or by presenting other evidences, to be analysed by the Registry Commission; and

2.2) Minimum of 02 (two) years of incorporation – the company must present the Federal Business Licence or other document of same legal value, as the case may be, in order to verify the date of incorporation.

3) Business Licence (mandatory “Active”) and Acts of Incorporation:

A business licence grants the owner the right to start and run a particular type of business in the country that issues it. It is a type of permit indicating the company has the government's approval to operate and it is considered as one of the legal requirements for registering a company.

In addition to this, the Company Registration (commonly called Acts of Incorporation or Articles of Association) should be presented and must inform the ownership of the company, stating the current partners and/or directors. As an example, UK companies registered under the Companies House Services, at <https://www.gov.uk/government/organisations/companies-house>.

4) CABA's Registration and Update Form:

A PDF copy of CABA's Registration and Update Form must be filled, signed (physically or electronically) and sent as an attachment in the e-mail.

5) Technical Qualification Requirements

Technical qualification requirements like certifications or proof of previous experience in providing the material or service object of the reverse auction might be demanded for specific acquisition processes. The requirements will be stated on the bidding process documents.
