



小企业采购计划  
当地小企业申请书

SBPP 审批专用:	
代码:	到期日: _ / _ / _
#VC0000 _____	

本申请书由当地希望参与盖恩斯维尔市  
小企业采购计划 (SBPP) 的小型企业填写。

**说明:**

1. 填完申请书的所有部分。除非所有页面都完整填写，包括**经公证的宣誓书**，**商品/服务代码表**和**W9表**，否则贵公司不合格。如有任何疑问，请致电 SBPP 办公室：(352) 334-5051 或电邮：[sbpp@cityofgainesville.org](mailto:sbpp@cityofgainesville.org)
2. W9 表纳入申请书。表单的完整说明可以下载自 <http://www.irs.gov/pub/irs-pdf/fw9.pdf> 向 SBPP 办公室索取。
3. 盖恩斯维尔市只通过 VISA 或电汇支付。因此，**供应商申请书**必须完成，可向 SBPP 办公室索取或在网上下载 <http://www.cityofgainesville.org/budgetfinance.aspx>。完成此表不会影响您在本计划的资格或身份。该表可以在任何时候填写并提交。
4. 向**小企业采购计划办公室**寄回填写完毕的申请书 (老图书馆大楼二楼) 或邮寄至：Small Business Procurement Program, P.O. Box 490, Station 52, Gainesville, Florida 32627-0490

请输入或清晰打印。

公司名称 \_\_\_\_\_

**\*为了成为合格的本地小企业，您必须有有效的恩斯维尔市职业证照**

职业证照编号: \_\_\_\_\_

联系人姓名 (名, 姓) \_\_\_\_\_ 电话号码 \_\_\_\_\_

没有电子邮件

电邮地址 (请列出经常查看的电邮地址)

是否更愿意我们通过电子邮件而不是邮寄发送信件，包括投标通知？

是  否

盖恩斯维尔市有权做出力所能及的可取的调查，以确保企业符合小企业采购计划规定并合格，且以符合盖恩斯维尔市最大利益的任何理由拒绝申请人。

任何不符合条件的企业欲向盖恩斯维尔市索取投标信息，必须联系 DemandStar.com, 电话: 1-800-711-1712 或 [www.demandstar.com](http://www.demandstar.com)

SBPP 审批专用:		收到日期:
发送至项目:	_ / _ / _	签署人: _____
输入商品:	_____ / _____ / _____	_____
已邮寄证件:	_____ / _____ / _____	_____

### 作为本地小企业资格的已公证的宣誓书

请致电SBPP办公室预约, 免费公证申请书: (352) 334-5051

- 1. 盖恩斯县的中小企业范围内专职人员运营的您的主要营业地点?  
是 否
- 2. 您的固定全职员工是否少于100位?  
是 否
- 3. 公司及所有相关子公司的净资产是否少于300万美元, 平均净收入是否少于200万美元 (联邦所得税后, 不包括辞退损失)? 个体户: 300万美元, 包括个人和企业投资。  
是 否

如果您对问题-3的回答是否, 则没有资格被定性为地方小企业。

- 4. 您公司中至少有51%为少数群体成员所拥有? 是 否

如若答是, 全选适用项:

- 非裔美籍 美洲原住民 其他
- 亚裔美籍 美国女性
- 西班牙裔美籍 伤残军人

- 5. 您是否被阿拉巴马县平等机会部认证为小企业? 是 否
- 6. 您是否被佛罗里达州认证为少数族裔企业? 是 否
- 7. 您是否被美国小企业管理局认证为中小弱势企业和/或8 (a) 业务拓展项目?  
是 否

\*您回答问题-7的回答, 不会影响小企业采购计划的资格。如果您想要这些认证信息, 请联系小企业采购计划办公室。

从事欺诈, 虚假陈述, 或其他不合法的任何个人或实体, 无论是作为或不作为, 参与或有资格参与城市小企业采购计划或城市合同中小企业责任的履行, 是违反计划的行为。城市小企业采购计划的违规个人或机构, 将按照盖恩斯县的禁止中止终止政策禁止或中止参与城市合同。

本人郑重声明确认, 提供的陈述和所有文件都真实无误, 否则将受适用州和联邦法律的惩罚, 公司授权本人并代表公司作此宣誓书。

\_\_\_\_\_  
署名

\_\_\_\_\_  
日期

\_\_\_\_\_  
打印姓名

\_\_\_\_\_  
职别

#### 由公证人填写

佛罗里达州 县\_

上述法律文件在本人面前告知收悉, \_\_\_\_\_ 日期 \_\_\_\_\_, 20\_ , 签字人

- (宣誓人, 作为 \_\_\_\_\_ (职务)

- \_\_\_\_\_ (公司)。

亲自了解或 出示身份证 \_\_\_\_\_ (身份证明类别)

\_\_\_\_\_  
公证人签名

\_\_\_\_\_  
公证人打印姓名

\_\_\_\_\_  
公证人印章

### 商品和/或服务

当市有关部门要采购时，他们搜索当地的供应商数据库寻找美国政府采购协会 (NIGP) 列出并编号的特定商品/服务。30,000多商品/服务规范涵盖了从“汽车维护”到“X射线检测设备”的一切。

为了使盖恩斯维尔市在购买时考虑您的公司，重要的是我们有准确的您公司提供的商品/服务的代码。

为了获得商品/服务代码，请访问

<http://www.cityofgainesville.org/OfficeofEqualOpportunity/SmallBusinessProcurement/NIGPLookup.aspx>.

如果您需要帮助以获得商品/服务代码，请联系我们的办公室(352) 334-5051 (x. 8481)。

为您企业提供的的所有商品/服务列出商品/服务代码:


如果您无法找到所有适用的商品/服务代码，请在空白处列出您公司提供的其他商品和/或服务。

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**\*\*如果可能的话，请附上线卡或您公司提供的产品清单。**

<b>SBPP审批专用:</b>	
核实人	_____/_____/_____: 签署人: _____

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other(see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-					

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.