



Programa de adquisición de pequeñas empresas  
**SOLICITUD LOCAL DE PEQUEÑAS EMPRESAS**

<b>SOLO PARA USO DE OFICINA SBPP:</b>	
Código:	VENCE: ____/____/____
	#VC0000 _____

Esta solicitud es para ser llenada por las pequeñas empresas locales que desean participar en el Programa de adquisición de pequeñas empresas de la ciudad de Gainesville (SBPP).

**INSTRUCCIONES:**

1. Complete **TODAS** las partes de la solicitud. Su negocio **NO** puede ser calificado a menos que todas las páginas se han completado en su totalidad, incluyendo la **declaración jurada, el listado de códigos de productos/servicios** y el **formulario W9**. Si usted tiene alguna pregunta, por favor llame a la Oficina SBPP al (352) 334-5051 o por correo electrónico a: [sbpp@cityofgainesville.org](mailto:sbpp@cityofgainesville.org)
2. El formulario W9 se incluye con la solicitud. Las instrucciones completas para el formulario se pueden descargar desde <http://www.irs.gov/pub/irs-pdf/fw9.pdf> o recogidas de la Oficina SBPP.
3. La ciudad de Gainesville solo paga por medio de Visa o Transferencia electrónica de fondos. Por lo tanto, debe ser completada una **Solicitud de proveedor**, disponible en la Oficina SBPP o en línea en <http://www.cityofgainesville.org/budgetfinance.aspx>. Llenar este formulario no afecta su elegibilidad o el estado en el Programa. El formulario puede ser llenado y presentado en cualquier momento.
4. Devuelva la solicitud completada a *Small Business Procurement Program Office (2nd Floor, Old Library building)* O por correo a: *Small Business Procurement Program, P.O. Box 490, Station 52, Gainesville, Florida 32627-0490*

ESCRIBA A MÁQUINA o de forma LEGIBLE.

Nombre del negocio \_\_\_\_\_

**\*Para poder calificar como una Pequeña empresa local, debe tener una Licencia ocupacional vigente de la ciudad de Gainesville**

Licencia ocupacional número: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Nombre de contacto (primer nombre, apellido) \_\_\_\_\_ Teléfono \_\_\_\_\_

\_\_\_\_\_  No tengo email  
 Email (indique una dirección de email que usted revisa regularmente)

¿Prefiere que le enviemos correspondencia, incluyendo notificación de ofertas, a través de correo electrónico en lugar de correo normal?  
 SÍ     NO

La ciudad de Gainesville se reserva el derecho de realizar cualquier investigación que considere conveniente para garantizar que las empresas están calificadas en virtud de las disposiciones del Programa de adquisición de pequeñas empresas y rechazar cualquier solicitante por cualquier motivo para el mejor interés de la ciudad de Gainesville.

Cualquier empresa que no califica que desee recibir información de oferta de la ciudad de Gainesville debe ponerse en contacto con DemandStar.com al 1-800-711-1712 o [www.demandstar.com](http://www.demandstar.com)

<b>SOLO PARA USO DE LA OFICINA SBPP:</b>		<u>RECIBIDO:</u>	
ENVIADO A CUENTAS POR	____/____/____	POR:	_____
PAGAR:		CERTIFICADO ENVIADO:	____/____/____
PRODUCTOS INGRESADOS:	____/____/____		_____
	____/____/____		_____



## PRODUCTOS/SERVICIOS

Cuando los Departamentos de la ciudad están buscando hacer una compra, buscan en la base de datos de proveedores locales de productos/servicios, que se enumeran y codifican por el *National Institute of Governmental Purchasing* (NIGP). Hay más de 30,000 códigos de productos/servicios que cubren todo, desde afinaciones de automóviles, hasta equipos para rayos X.

**A fin de que la ciudad de Gainesville considere su negocio al hacer sus compras, es esencial que tengamos los Códigos exactos de productos/servicios para bienes y/o servicios que su empresa puede proporcionar.**

Para obtener los Códigos de productos/servicios, visite

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

Si necesita ayuda para obtener los códigos de productos/servicios, póngase en contacto con nuestra oficina, al (352) 334-5051 (x. 8481).

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Enumere los códigos de productos/servicios para todos los bienes/servicios que su negocio puede proporcionar:


Si no ha podido encontrar todos los códigos de productos/servicios aplicables, utilice el espacio proporcionado para enumerar bienes y/o servicios adicionales que su negocio puede ofrecer.

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**\*\*Si es posible, adjunte una tarjeta de línea o una lista de productos que su empresa suministra.**

SOLO PARA USO DE LA OFICINA SBPP:	
VERIFICADO _____ / _____ / _____	POR _____



# 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:

- Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_
- 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)

### 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

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**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.

**Sign Here**      Signature of U.S. person ▶

Date ▶

## 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.

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