

# FOREIGN BIDDERS LIST APPLICATION FOR A BUSINESS ORGANIZED OUTSIDE THE U.S.

OFFICE OF MANAGEMENT AND BUDGET CENTRAL SERVICES - STATE PROCUREMENT OFFICE SFN 58731 (04-2017)

\*ND Secretary of State System ID Number (Attach a copy of the ND Secretary of State's "Certificate of Authority")

\*Physical Business Address (Street address is required, an application with PO Box only will not be accepted)

Trade Name (if your company operates under a different name, state it here)

INTERNAL USE ONLY					
Date	Initials				
Bate	iiiidais				
Bidder Number					

\*State

State

\*ZIP Code

ZIP Code

Privacy Act Notice - In compliance with the Federal Privacy Act of 1974, the disclosure of the applicant's social security number on this form is mandatory according to Section 6109 of the Internal Revenue code if it is provided in lieu of a Federal Employer Identification Number (FEIN). When submitted, the social security number will be used for identification **only** and will not be disclosed to the public.

# \*Indicates Required Field

\*Bidder Information

\*Legal Name

\*Street Address

PO Box (if applicable)

Most businesses must be registered and in good standing with the Secretary of State. Secretary of State registration and reporting requirements vary by business type. Please review the ND Secretary of State's website for registration instructions: <a href="http://sos.nd.gov/business/vendors">http://sos.nd.gov/business/vendors</a>. Contact the Secretary of State at 701-328-2904 or email: <a href="mailto:sosbir@nd.gov">sosbir@nd.gov</a> for assistance.

Note: ND Secretary of State System ID Number is provided by the Secretary of State's Office when their registration process has been completed.

\*Contact Information - Enter the contact information for the person designated to receive solicitation notices. If you provide a fax number, it must be a dedicated fax machine. Use an "info email account" to ensure you receive notices if a salesperson is absent or leaves the company. Attach a separate piece of paper to assign additional recipients, including name, address, telephone number, and email.

\*City

City

*Business Email Address Com			*Tel	*Telephone Number		Dedicated Fax Number	
			Con	Company Website Address			
			ephone Number	Dedicate	Dedicated Fax Number		
Business Email Address Company Website Add				ess			
services your comp https://www.nd.g commodity codes b category to view the	any sells. The comn gov/omb/vendor, y keyword or commo e additional two digit	nodity code list can l under Step 2, select odity, or get a list of subcategory and fu	be found by clicking t commodity codes. all commodity code rther define your se	Il receive. List comn on the Bidders List A On the Bidder Services. If you chose "list a rvices. Make sure y attach a separate pie Add 5-digit Code Code + Subclass	Application and Mair ces Main Menu, you all", click the three di you put the full five	ntenance link at can search for git commodity digit code on your	

## **Affidavit**

By completing, signing, and filing this form the applicant: (1) appoints the ND Secretary of State as its true and lawful agent or service of process in this state upon whom may be served all lawful process in any action or proceeding against the bidder if the bidder or its registered agent cannot be found for service of process in this state; (2) certifies that the information given above is current and true to the best of their knowledge and is in no way misleading; (3) ensures that correct information will be immediately forwarded to the State Procurement Office should any data change in the future.

- Placement on the bidders list does not guarantee a vendor will receive notice of every solicitation over the amount established for small purchases.
- If notice of a solicitation is returned as undeliverable, that bidder/vendor may be removed from the state bidders list.
- Be sure your email filters are set to receive incoming emails from our office.

From: ND State Procurement Office [infospo@nd.gov]

Subject Line: Notice of North Dakota State Procurement Opportunity

• Once registered, you may elect to maintain/update your Bidder Profile using our online application, SPO Online.

# \*Signature

*Printed Name	*Title	*Telephone Number			
*Signature of Authorizing Agent		*Date			

#### HAVE YOU REMEMBERED TO:

- · Complete all required sections of the form
- · Attach a copy of the ND Secretary of State's "Certificate of Authority"

## Return completed form by mail to:

State Procurement Office 14th Floor Capitol Tower 600 East Boulevard - Dept 012 Bismarck, ND 58505-0310 Return completed form electronically to:

Email: <u>infospo@nd.gov</u> Fax: (701) 328-1615 Questions:

Website: <a href="https://www.nd.gov/omb/vendor">www.nd.gov/omb/vendor</a> Telephone: (701) 328-2683