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Procedure for registration of foreign suppliers in the Public Procurement System of Costa Rica SICOP

DIRECCIÓN DE OPERACIONES SICOP

Elaborado por:	Revisado por:	Aprobado por:
Firma	Firma	Firma
Dayana Murillo Camacho	Guisselle López Rubí	Guiselle López Rubí
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1. Objective

Describe the process so that a person who represents himself or a company that is not physically in Costa Rica and does not have national representation, can register in the Integrated System of Public Procurement, and in this way use the functions that the system provides for a registered. commercial provider type user.

2. Reach

Aimed at people who need to register in the Integrated Public Procurement System as a user-type commercial provider who do not have a digital certificate issued by a Costa Rican certifier, who reside abroad or do not have the opportunity to enter the country to acquire a national digital certificate.

3. Definitions

System Administrator: Costa Rican officials in charge of the supplier registry.

Digital certificate: Set of computer data organized and issued by a certifying authority registered in a device or medium that complies with the required standard, in such a way that they verify the authenticity of a person or team that uses it to sign digitally.

Foreign provider: User of the commercial provider type domiciled abroad that requires registering and using the System with or without national representation.

System: Integrated System of Public Procurement of Costa Rica.

4. Reference documents

Resolución N.º DGABCA-0029-2022 – Uso Firma digital Avanzada SICOP

- https://www.sicop.go.cr/atDocs/manuales_proveedor/M-PS-008-08-2012_Manual_de_como_ofertar.pdf
- https://www.sicop.go.cr/atDocs/manuales_proveedor/P-PS-020-01-2024_Manual_presentacion_de_garantias_electronicas_para_oferentes_y_contratistas.pdf
- https://www.sicop.go.cr/atDocs/manuales_proveedor/M-PS-004-08-2010_Manual_catalogo_para_empresas_proveedoras.pdf

5. Application for registration of a foreign legal entity.

The legal foreign supplier interested in being part of the registry of suppliers of the Integrated System of Public Procurement of Costa Rica (SICOP), must send the request to the email certificados@sicop.go.cr with the following information:

1. Complete this table, the email must be of the person who will appear as legal representative, in order to send the information of the digital signature certificate that must be issued to the representative, and we can only send it to the person to whom it will be issued.

COMPANY NAME	NAME LEGAL REPRESENTATIVE	E-MAIL LEGAL REPRESENTATIVE

2. Details of the following documentation, which must be apostilled or consularized

- a) File with original certification of the constitution of the company (document that validates the existence of the company in its country of origin). In this document it is important that the legal representatives with judicial and extrajudicial power are shown, who are going to register the company or in the case of being through a power of attorney, they will be the ones who sign the power of attorney for a trusted third party.
- b) If the previously requested document does not show the people with sufficient capacities to act on behalf of the company, the document that does contain this information and where the information provided in the table requested in point 1 can be corroborated, must be attached.
- c) In case of not being the legal representative, the person who carries out the registration process in SICOP; a power of attorney signed by whoever is the legal representative of the company must be issued on behalf of a trusted third party (this is the one who must be indicated in the information table), and who will be given sufficient powers to act on behalf of the represented company .
- d) File with official identification of the legal representative of the company. In the event that the registration is made through a power of attorney in favor of a trusted third party, identification documents must be attached to both the representative granting the power of attorney and the person to whom said power of attorney is granted.

- e) Letter signed by the natural person or legal representative to register indicating the veracity of any information sent and/or requested for the purposes of registration and participation in the system.
- f) Affidavit, where you state that you agree to submit to the Courts and Laws of Costa Rica, in everything related to the procedures of the bidding procedure; the execution of the contract and the liability claims that derive from it, expressly waiving its jurisdiction..

6. Request for registration of a natural person – foreign

The foreign supplier interested in being part of the registry of suppliers of the Integrated System of Public Procurement of Costa Rica (SICOP), must send the request to the email certificados@sicop.go.cr with the following information:

- 1. Complete the following table, the email must be personal, in order to send you the digital signature certificate.

COMPLETE NAME	PERSONAL E-MAIL

- 2. Details of the following documentation, which must be apostilled or consularized.
 - a) Official identification document from your country of origin.
 - b) Letter signed by the natural person to be registered indicating the veracity of any information sent and/or requested for purposes of registration and participation in the system.

- c) Affidavit, where you state that you agree to submit to the Courts and Laws of Costa Rica, in everything related to the procedures of the bidding procedure; the execution of the contract and the liability claims that derive from it, expressly waiving its jurisdiction.

7. Foreign supplier registration


Once the registration request is approved, the foreign supplier receives three mails with which they can complete the registration in SICOP.

1. **FOREIGN COMPANY REGISTRATION DATA IN SICOP:** Mail with the information of the identifier number of the natural or legal person, assigned for use in the system, in addition to the user number with the following format: (N= consecutive numeral):
 - a. ID NUMBER: 900000000N □ Number assigned to the company.
 - b. Number of username.....: 800000000N □ Number assigned to the representative or user of the system.

In this email you will be provided with the details for the installation of the digital signature component that allows the reading of the personal digital certificate in the computer system in which the entire process will be carried out and from which you will have access to the system. In this email, all interested company users can be copied.

2. **EMAIL LINK TO DOWNLOAD DIGITAL CERTIFICATE:** This second email with the link to download the digital certificate provided by GlobalSign, can only be sent to the email indicated in the information table and that corresponds to the legal representative or to whom the power of attorney had been issued. The email is sent from the no-reply@globalsign.com account.

Your digital certificate is ready for pickup : MPS202204218938 ← **Acá aparece el nombre del certificado - que se compone de por las iniciales MPS y luego indica el año y luego un consecutivo**

 no_reply@globalsign.com
Para  certificados@sicop.go.cr

Dear USUARIO PRUEBA EXTRANJERO SICOP

Your Digital Certificate, Order ID MPS202204218938, is ready for pick up.

Please click the link below to start the certificate download process.

<https://system.globalsign.com/cr/public/certificate/install.do?p=d752a4c53de4dcae716f7d10e5d140b063fe211a> ← **Enlace de descarga del certificado.**

3. GLOBAL SIGN TEMPORARY KEY MAIL AND SICOP

REGISTRATION: In this email we send all the instructions that the foreign provider must follow to download the digital certificate, as well as the entire process to follow to complete the registration in SICOP. This email can also be sent to all company users interested in the registration process.

8. Digital certificate renewal

The certificate issued is valid for one year. For renewal, the request must be sent to the email certificados@sicop.go.cr at the time the current certificate expires. The owner of the certificate will be receiving messages from one month before the expiration date. by Global Sign.

For the renewal you must send the identifier numbers assigned when the registration was made::

- a. ID NUMBER: 900000000N □ Number assigned to the company.
- b. Number of username.....: 800000000N □ Number assigned to the representative or user of the system

To send you a new download link with an updated certificate.

Every two years, from the initial registration, you will be asked to update the documentation sent to carry out the registration.



 **SICOP**

Sistema Integrado de Compras Públicas



Hagamos el
futuro juntos

