

## HOW TO SELL TO THE CHILEAN GOVERNMENT

### Tenders of Framework Agreement

The framework agreements are a form of bidding in which prices and conditions of purchase for goods and services are established, during a defined period of time.

These are arranged in an Electronic Catalog of Products and Services so that public bodies can access them directly, being able to issue a purchase order directly to the pre-qualified suppliers, shortening the purchasing processes.

Each public entity is obliged to consult the electronic catalog (ChileCompraExpress store) before a public call, private or direct contracting.

To participate in the framework agreement tenders and to be able to upload their products to ChileCompra Express, suppliers must be alert to the calls for tender of framework agreements made periodically by the Purchasing Department.

Each time a tender is opened, the Purchasing Department will call for optional assistance information meetings, where interested suppliers can resolve their doubts regarding the bidding process.

The calls for bids are open and suppliers from all over the country can participate. Those who obtain the best scores have the benefit of joining the catalog of products and services in the framework agreement. It is common for tenders to be awarded to several suppliers of the same item. Thus, the virtual store offers a variety of brands, coverage, and competition.

### ChileCompraExpress store

ChileCompraExpress is the electronic store of ChileCompra where products that have been tendered by Framework Agreement are traded. The Purchasing and Public Procurement Department calls for bids in certain areas of mass and transversal use to participate in public tenders called framework agreements.

The products and services are incorporated into a virtual store, ChileCompraExpress, which allows state agencies to buy directly.

The bids for framework agreements are defined according to an analysis where the most frequent products and services are determined in the Public Bodies and/or for their high volumes of transactions.

ChileCompra Express contains 118,664 products and/or services in the 52 framework agreements in force, with the participation of 311 thousand suppliers.

One of its objectives is to have market and competitive prices, that the supply of products is of quality, have national coverage and thus make the purchasing process more efficient, being able to choose among several suppliers.

Many of these framework agreements have reached a point of consolidation that has been achieved after several renovations, integrating several suppliers, obtaining lower prices and better conditions.

This is a breakthrough that has meant that more than 932 million dollars and 395 thousand 365 purchase orders have been traded in 2009; Likewise, during the first quarter of 2010, approximately 279 million dollars and 75,470 purchase orders have already been transacted.

To enter the electronic store, you must first enter [www.MercadoPublico.cl](http://www.MercadoPublico.cl) and enter the corresponding option in the menu.

If you are a framework agreement provider, you can see your products by entering your password into the private environment, then go to the Framework Agreements menu, select Search and the system will show you the complete list of agreements that your company has signed with the Purchasing Department. On the right side of each agreement, an icon appears that when selecting it displays the list of products that each one composes.

### **How to offer?**

To sell to the State, you must participate in the public market, making offers to the different bids that are published in [www.MercadoPublico.cl](http://www.MercadoPublico.cl)

For this you must:

1. Register at MercadoPublico.cl, registering as a State supplier.
2. Enter your username and password to MercadoPublico.cl.
3. Look for the bids that correspond to your item or activity. This can be done through the bidder search engine that is willing to do so.
4. When you know what bid you want to bid, you should check if there are documents attached and understand everything that is being requested, so read carefully the bidding rules. It is convenient to be clear that a tender may have one or more lines of products or services and that are those that will eventually be awarded. In this way, a supplier can bid on one or all of the lines of a tender and, in addition, can make the number of offers you want.

### **Registration in MercadoPublico.cl**

If you are a new supplier, to register you must complete the form that is displayed when you click on the Register button as a Supplier. The form has seven sections. Once you have completed the information, you can access your private environment with the Access Data previously entered, after having accepted the General Conditions of use. Registration at MercadoPublico.cl is completely free. All natural or legal persons, whether Chilean or foreign, who can prove their financial status and technical suitability can register as State suppliers. These will be able to participate in calls for the hiring or purchase of a good or service necessary for public administration, made through MercadoPublico.cl

### **Registration in ChileProveedores**

ChileProveedores has an electronic and physical document storage platform. It has national coverage, with 30 service offices in the main cities of the country, in addition to a service platform via ChileProveedores.cl web.

Its function is to prove the commercial, financial and technical suitability of the State's suppliers. It offers multiple benefits to both state purchasing agencies and suppliers, in terms of reduced procedures, time and costs to do business with the State.

### **Process of the Offer**

The bidding process are the stages that the supplier must follow to bid on MercadoPublico.cl

<https://www.mercadopublico.cl/portal/mp2/secciones/como-vender/como-vender.html>

### **Request of Meetings with Chilean Public Authorities**

Every meeting of any matter with any authority in Chile has to be demanded via the Lobby Law.

On the following website, you have access to all public institutions in Chile, including Military, Ministries and Public Companies.

After selecting the Institution, you can select the Position of the Authority and then you have to fill up with your Personal and Contact Information. Besides, it is necessary to specify the Reason of such meeting and all the information you want to include.

<https://www.leylobby.gob.cl/solicitud/audiencia>