



Promote: Women in the Economy (WIE)

Request For Proposals (RFP)

No. KBL-022-DAI-WIE - Re announced

Management and Implementation of Regional and National
Business Trade Fairs

Issue Date: May 25, 2017

WARNING: Prospective Offerors who have received this document from a source other than Afghanistanbids.com should report such sources to Hotline@promote-wie.com and refer to Afghanistanbids.com for information about this opportunity. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted. DAI/WIE may, at its own discretion, but without being under any obligation to do so, update, amend or supplement the information in the RFP document. Updates will be posted to afghanbids.com. Offerors are encouraged to check the website regularly.

Table of Contents

1. Introduction and Purpose	4
1.1 Purpose	4
1.2 Notice Listing Contract Clauses incorporated by reference.	4
1.3 Objectives.....	4
1.4 Statement of Work.....	4
1.5 Project Deliverables	5
1.6 Project Timeframe	6
1.7 Issuing Office.....	6
1.8 Type of Award Anticipated.....	6
2. General Instructions to Offerors.....	6
2.1 General Instructions.....	6
3. Instructions for the Preparation of Proposals	8
3.1 Technical Proposal	8
3.2 Cost/Price Proposals	10
4. Best and Final Offers and Negotiations.....	10
5. Basis of Award.....	11
5.1 Best Value Determination.....	11
5.2 Responsibility Determination	11
6. Inspection & Acceptance.....	11
7. Compliance with Terms and Conditions.....	12
7.1 General Terms and Conditions.....	12
7.2 Government Withholding Tax for Afghan Based Companies	12
7.3 Source and Nationality.....	12
7.4 Data Universal Numbering System (DUNS)	13
7.5 Vetting Procedure	13
7.6 Conflict of Interest Declaration for the WIE Subcontractor	13
7.7 Whistleblower Protections Act	15
8. Attachments.....	17
8.1 Attachment A: Scope of Work for Services or Technical Specifications	17
8.2 Attachment B: Proposal Cover Letter	24
8.3 Attachment C: Budget Sample	25
8.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors...	26
8.5 Attachment E: Self Certification for Exemption from DUNS Requirement.....	34
8.6 Attachment F: Past Performance Form	35
8.7 Attachment G: Representations and Certifications of Compliance.....	36
List of Optional Attachments	37
8.8 Attachment H: Branding and Marking Plan	37
8.9 Attachment I: Full Terms of Contract.....	39
8.10 Attachment J: Proposal Checklist.....	40

Synopsis of the RFP

RFP No.	KBL-022-DAI-WIE - Re announced
Issue Date	May 25, 2017
Title	Management and Implementation of Regional and National Business Trade Fairs
Web address for Submission of Proposals	Afghanbids.com
Deadline for Verified Registration on Afghanbids	N/A
Deadline for Receipt of Questions	May 31, 2017
Deadline for Receipt of Proposals	June 01, 2017
Bidders' Conference	N/A
Point of Contact	Please enter questions on the opportunity discussion board on Afghanbids.com
Anticipated Award Type	Firm—Fixed-Price Subcontract
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Women in the Economy (WIE) project invites qualified offerors to submit proposals to provide various services for the management and implementation of five regional trade fairs and one national trade fair in support of program implementation.

1.2 Notice Listing Contract Clauses incorporated by reference.

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See <http://acquisition.gov/far/index.html> for electronic access to the full text of a FAR clause. See http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf for electronic access to the full text of an AIDAR clause.

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)

52.203-3 GRATUITIES APR 1984

52.203-5 COVENANT AGAINST CONTINGENT FEES MAY 2014

52.203-7 ANTI-KICKBACK PROCEDURES MAY 2014

52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY MAY 2014

52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY MAY 2014

52.203-17 CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS APR 2014

52.215-19 NOTIFICATION OF OWNERSHIP CHANGES OCT 1997

52.227-14 RIGHTS IN DATA – GENERAL MAY 2014

AIDAR 48 CFR Chapter 7

752.209-71 ORGANIZATIONAL CONFLICTS OF INTEREST DISCOVERED AFTER AWARD JUN 1993

752.245-71 TITLE TO AND CARE OF PROPERTY APR 1984

752.7002 TRAVEL AND TRANSPORTATION JAN 1990

1.3 Objectives

Objective 1: Assist Promote: Women in the Economy, to increase business revenue for women-owned businesses and businesses employing a 10% or greater female workforce throughout Afghanistan.

Objective 2: Ensure that women-owned and managed businesses possess a strong understanding of how to prepare and participate in trade fairs to improve their access to national and international markets.

1.4 Statement of Work

The Offeror shall hold a series of Women's Business Access to Markets & Trade Fairs at the regional and national level across five primary urban centers Afghanistan. As such, the Offeror shall implement a series of regional trade fairs and one national trade fair to provide market access for

women-owned and managed companies. The trade events shall take place along the major economic corridors anchored by the cities of Kabul, Mazar-i-Sharif, Jalalabad, Herat, and Kandahar.

DAI anticipates making one (1) award resulting from this RFP. Subcontracting is allowed subject to the stipulations outlined in Section 3.1, Technical Proposal and Evaluation Criteria.

A detailed Scope of Work (SOW) is provided in Attachment A.

1.5 Project Deliverables

The deliverables for this activity will be:

No.	Description	Due Date
1	Detailed Inception Plan AND Business Training Plan	Within 20 days after Subcontract Award
2	Inception and Marketing Plan: Kabul Regional Trade Fair	20 days prior to Kabul Regional Trade Fair
3	Inception and Marketing Plan: Herat Regional Trade Fair	20 days prior to Herat Regional Trade Fair
4	Inception and Marketing Plan: Mazar Regional Trade Fair	20 days prior to Mazar Regional Trade Fair
5	Inception and Marketing Plan: Jalalabad Regional Trade Fair	20 days prior to Jalalabad Regional Trade Fair
6	Inception and Marketing Plan: Kandahar Regional Trade Fair	20 days prior to Kandahar Regional Trade Fair
7	Trade Fair Completion Report: Kabul Regional Trade Fair	15 days after completion of Kabul Regional Trade Fair
8	Trade Fair Completion Report: Herat Regional Trade Fair	15 days after completion of Herat Regional Trade Fair
9	Trade Fair Completion Report: Mazar Regional Trade Fair	15 days after completion of Mazar Regional Trade Fair
10	Trade Fair Completion Report: Jalalabad Regional Trade Fair	15 days after completion of Jalalabad Regional Trade Fair
11	Trade Fair Completion Report: Kandahar Regional Trade Fair	15 days after completion of Kandahar Regional Trade Fair
12	Inception and Marketing Plan: National	20 days prior to National Trade Fair

No.	Description	Due Date
	Trade Fair	
13	Trade Fair Completion Report: National Trade Fair	15 days after completion of National Trade Fair
14	Final Report	Within 45 days after completion of National Trade Fair.

Refer to Attachment A, Scope of Work for Services, for a complete description of each deliverable.

1.6 Project Timeframe

The period of performance of the subcontract resulting from this RFP shall be date of award plus 4.5 months.

1.7 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.8 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Proposal submission:

Offerors who wish to submit a proposal should register on www.afghanbids.com and add the project on their watch list. Proposals must be uploaded on www.afghanbids.com before the closing date. Offers received after the closing date will not be considered. Technical and Cost proposals must be submitted in one PDF file with a blank page separating the two sections. If you have difficulty registering, please email admin_awle@promote-wie.com immediately, or call AfghanBids help desk at +93 (0) 788 481 158. AfghanBids is not part of WIE and the technical person answering this number can only help you with registration problems or with problems uploading files. This is an IT person, and they do not know anything about the RFPs/Procurements on the site. Please do not call them to ask questions about the bid. Questions about the RFP should be posted on the opportunity discussion board in AfghanBids.

Closing Date and use of AfghanBids:

The closing date for registration does not apply to Offerors who have already successfully registered on AfghanBids and have a username and password. For new users, please keep in mind it may take two to three business days to register on www.afghanbids.com and have your account verified. Until verification is complete, you will not be able to upload a proposal. If you do not follow the steps to register online by the deadline for registration given on the RFP's front page, you may not have a verified account before the closing date.

Offerors who do not upload their proposals before 16:00 Kabul time on or before the closing date will not be able to submit their proposals after the bid closes. Also keep in mind that on slower internet connections, large proposal files may take a long time to upload. Package your proposal properly to reduce the file size (save as a single PDF file, using the save as dialogue in Word, and select Minimum Size).

Give yourself plenty of time to upload your file.

Clarification and Amendment of RFP Documents:

Offerors may request clarifications on the RFP document on the discussion board on www.afghanbids.com not later than 16:00 on May 31, 2017, Kabul time on the Discussion End Date. DAI/WIE will answer questions posted by Offerors before the deadline, and will provide answers to all Offerors simultaneously on the discussion board. No questions will be answered over the phone or in person.

Cover Page and Markings:

The cover page for your offer should be on your company letterhead and MUST contain the following information:

1. Project or Title: (from the front page of this RFP document)
2. Bid Reference Number: (from the front page of this RFP document)
3. Company Name:
4. Company Address:
5. Name of Company's authorized representative:
6. Telephone No, Cellular Phone #, Email address:
7. Company Type of Registration and Registration Number:
8. Duration of Validity of proposal: Proposals shall be valid for a period of 60 days.
9. Payment terms:
10. Acceptance of Tax Withholding Statement and TIN
11. Signature, date and time

Eligibility Requirements:

Local firms and NGOs organized and operating in Afghanistan are eligible to submit a proposal in response to this RFP. Firms and NGOs must have a valid Afghan business license or registration to be eligible for award.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

Note - Organizations included in the List of Parties Excluded from Federal Procurement and Non-Procurement Programs are not eligible for Federal awards. In addition, organizations are not eligible for awards if they have members who appear in the U.S. Department of Treasury's List of Specifically Designated Nationals (OFAC's Sanctions List) and Blocked Persons or who have been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the 1267 Committee) as an individual linked to Taliban, Osama bin Laden, or Al Qaeda organization.

3. Instructions for the Preparation of Proposals

Proposals must be organized into sections corresponding to the sections presented in **A. Technical Proposal and Evaluation Criteria**, and numbered accordingly. Please stay in the page limits given below. Only include the requested information and avoid submitting extra content. **Any pages exceeding the page limitation for each section of the proposal will not be evaluated.**

3.1 Technical Proposal and Evaluation Criteria

Proposals will be evaluated according to the following criteria. Points will also reflect the overall presentation of the proposal, which should be clear, complete, well organized, and well written. Most importantly, proposals should address all the requirements listed in this RFP. It is recommended that Offerors do not waste valuable space limitations by including copy-paste excerpts from Offeror's brochure, organization chart, founder/owner profiles, etc. if these are not directly relevant to accomplishing the scope of work. Concise proposals are preferred. Proposals may be under the page limitation.

[1] Technical and management approach: 10 page limit; total points 25

The technical and management approach should describe the Offeror's plan for accomplishing the Statement of Work in section 1.4. At a minimum, Offerors should present a technical approach to providing pre-trade fair preparations for participating businesses and conducting the regional and national trade fairs. The Offeror shall also include a management plan with roles and responsibilities clearly defined for each staff member proposed.

The technical and management approach must include: (1) approach to participating business trainings; (2) approach to event marketing; (3) approach to designing exhibition booths and exhibition venue; (4) approach to conducting actual exhibitions; and (5) approach and arrangements for delivering services under strict and short deadlines while maintaining good quality.

The Offeror may propose to subcontract some of the work identified in the RFP. Offeror, as the prime contractor, shall not subcontract out more than 45% of the work under the subcontract. If the Offeror proposes to subcontract out some of the work, the Offeror shall provide a copy of the Teaming Agreement between the Offeror and the proposed subcontractor with its proposal (a copy of the Teaming Agreement is not part of the page count). The Teaming Agreement shall clearly show the scope of work to be performed by the proposed subcontractor. If the Offeror proposes to use a subcontractor, the management approach must include a discussion of how the Offeror intends to manage the subcontractor to ensure that technical specifications and deadlines are met.

Offerors are reminded that time is of the essence when delivering services under the subcontract resulting from this RFP.

This section will be marked on the extent to which the technical approach is clear, logical, well-conceived, and technically sound, reflects appreciation for the likely problems to be encountered, and directly addresses the objectives identified in the Statement of Work.

[2] Personnel Experience and Capacities: 2 page limit (not including resumes); possible points 30

The technical proposal shall include an overall staffing plan for the program, including the roles and responsibilities of the proposed personnel. In the staffing plan, the bidder shall demonstrate its technical staffing expertise and staff capacity to undertake the project.

The staffing plan should include key personnel as follows:

- Program Manager
- Creative Marketing and Design Manager
- Business Training Manager

For each key person identified above, the Offeror shall provide a CV not exceeding three pages in length and in chronological order starting with the most recent experience. The CVs shall be accompanied by a SIGNED letter of commitment from the individual (if not already an employee of the company) indicating his/her availability to serve in the stated position. CVs for key personnel must be included in the proposal and marked "Key Personnel." The Offeror shall not substitute proposed key personnel after award of the subcontract without express written authorization from DAI/WIE. Women candidates are preferred.

This section will be marked on the extent to which the staffing plan incorporates personnel, including key personnel, who have the experience and ability to effectively carry out the scope of work.

[3] Offeror's past performance and references: 4 page limit (not including samples of previous work); possible points 45

The proposal must provide a detailed account of the Offeror's record in implementing similar activities to those outlined in the Statement of Work. This part should emphasize projects for which the Offeror has provided significant trade fair management services. If the Offeror proposes a subcontractor, the proposal shall also include a discussion of the subcontractor's relevant experience.

Offerors may include projects where Offeror acted as a subcontractor if relevant.

Past performance references should be relevant to the subject areas defined in this RFP.

In addition, the Offeror's past performance should be summarized, using the format provided in Attachment F. The table should list between three and five relevant contracts performed within the last three years that are similar in size, scope and objectives to the activity that is the subject of this RFP. If the Offeror proposes a subcontractor, the table should also include three (3) references for the proposed subcontractor.

This section will be marked on the extent to which the Offeror has previously successfully performed similar activities and how lessons learned from those activities could be applied to this one. Scores will also reflect the Offerors' ability to deliver projects on time and within budget.

3.2 Cost/Price Proposals

The Offeror shall submit a Cost Proposal, which is separate from the Technical Proposal. In the final PDF proposal copy, **please make sure you separate the technical and cost proposals by one blank page and that you do NOT include any cost information in the technical portion.** Technical and Cost proposals are evaluated independently.

Bidders shall provide a detailed, all-inclusive, firm fixed price budget for each component of the activity, using the format provided in Attachment C.

Cost proposals should contain a detailed budget that is consistent with the technical specifications outlined in the Statement of Work, Attachment A. Offerors should attach notes to explain how costs were developed or estimated for each proposed line item.

Note to bidders: The following Per Diem rates have been established for DAI and may not be exceeded, any costs exceeding these rates are not billable under any agreements awarded.

	Lodging Maximum	M&IE
Kabul--Guest house/Hotel	\$55	\$28
Herat--Guest house/Hotel	\$51	\$15
Other Regions--Guest house/Hotel	\$51	\$15

****Note to bidders: You may not propose a fee or profit that is a fixed percentage of total costs.** Cost plus percentage of cost type contracts are not permitted. A fixed completion fee of a set amount is acceptable, and may be split into payments across deliverables if desired. However, this must be a fixed cost item and not a percentage of costs.

*****Note to bidders:** Cost proposal must be presented in local currency, no other currency calculations will be accepted. Also, once bids are received, WIE may request that bidders submit cost proposals in Excel format including formulas if the cost structure is not clearly presented in the proposal budget. Please keep budget spreadsheets on file until after awards are announced. Subcontractors are required to include the supporting "budget notes" as assumption narrative and spreadsheets are required in sufficient detail to allow a complete analysis of each cost element.

Marks for the Cost criteria will be evaluated separately and will consider factors including cost effectiveness, cost control and cost realism. While WIE believes in cost savings, budgets should be realistic and value for the services should be clearly demonstrated.

4. Best and Final Offers and Negotiations

DAI/WIE may proceed directly to making a subcontract award once proposals are evaluated, or to further competitive bidding and negotiation. If after the initial submission it is determined that two more Offerors are close to one another within competitive range but there is no clear winner, DAI/WIE can proceed to a best and final offer (BAFO) round. Offerors in competitive range will then be given a short time period to modify or revise both technical and cost proposals. DAI/WIE may advise a bidder on what needs improvement, whether it is technical approach, staffing, or a budget line item.

WIE can accept the terms of any submitted proposal, but final subcontract negotiations can take place directly after an award and before a subcontract is signed. If final negotiations fail or if the winning firm cannot meet any of their commitments (for example, proposed key personnel are not available), DAI/WIE can award a subcontract to the second best proposal.

DAI may award to an Offeror without discussions. Therefore the initial offer **must contain the Offeror's best price and technical terms.**

5. Basis of Award

5.1 Best Value Determination

DAI/WIE anticipates that the basis for award will be the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors. DAI reserves the right to award multiple subcontracts as result of this RFP.

To determine which proposals are technically acceptable, proposals will be evaluated on the criteria specified in Section 3.1. The relative importance of each individual criterion is indicated by the number of points assigned, totalling 100 points. Offerors should note that these criteria serve to: (a) identify the significant factors which Offerors should address in their proposals, and (b) set the standard against which all proposals will be evaluated.

The cost proposal will be evaluated according to reasonableness, accuracy, and completeness.

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required AISA licenses to operate in Afghanistan.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

7.2 Government Withholding Tax for Afghan Based Companies

Pursuant to Article 72 of the Afghanistan Income Tax Law, DAI is required to withhold taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, DAI will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities -Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health.

If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, DAI shall withhold seven percent (7%) "Contractor" taxes on the gross amount payable. In either case, this tax is withheld by DAI from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. DAI will maintain records of all of such remittances.

Before the signing of this Agreement, the contractor/vendor will provide a copy of the organization's legal registration document (AISA or Ministry Registration) and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with DAI/WIE.

7.3 Source and Nationality

The contractor may supply any goods or services manufactured in or shipped from the Geographic Code. 937 (Local Procurement is therefore approved, and the list of excluded countries may be viewed at <https://www.usaid.gov/sites/default/files/documents/1876/310mab.pdf>).

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

7.4 Data Universal Numbering System (DUNS)

There is a mandatory requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, WIE Procurement can provide instructions/assistance for obtaining a DUNS Number.

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

7.5 Vetting Procedure

On December 05, 2012 USAID/Afghanistan notified that Recipients/Contractors receiving USAID funding must be vetted for any lower-tier contracts valued over \$25,000. This notice is effective January 1, 2013. Any Offeror receiving an award from WIE must submit vetting documentation and receive an eligibility notice before WIE can issue a final contract or purchase order. The vetting is not done by WIE but by the Vetting Support Unit of USAID, and may take several weeks. DAI/WIE will assist awardees with the procedure once a winning proposal is selected.

In addition to vetting, WIE may carry out reference checks and due diligence on any information provided by Offeror. Providing false information on personnel qualifications and experience or in past performance references will result in the Offeror being disqualified from future bidding.

7.6 Conflict of Interest Declaration for the WIE Subcontractor

The following steps outline WIE's Contracts selection process and should be understood by all Offerors to ensure the transparency of awards and avoid conflict of interest.

1. All Requests for Proposals (RFPs) are announced on Afghanbids.com, and bids uploaded by offerors cannot be accessed by anyone before the bid closing date.
2. Once the proposals are received, technical and cost proposals are separated. Technical proposals are scored by an evaluation committee which consists of technical professionals. Cost proposals are evaluated for reasonableness, accuracy, and completeness.

3. The best value proposal is selected based on a combination of the technical score and the cost.
4. No activity can be started until vetting and other formalities are completed and both WIE and the awardee have signed a formal contract.
5. No one from WIE can terminate the contract, stop, or delay payment without cause. For example, if gross misconduct is discovered in the implementation process, WIE has the right to suspend the contract in question until an official investigation of the facts is complete.
6. At no time is it appropriate or legal for contractors or beneficiaries to offer any WIE staff member commissions, kickbacks, or gifts of any kind. If a WIE employee is found taking commissions, kickbacks, gifts or engaging in fraud of any kind their employment contract with WIE will be immediately terminated and their actions will be reported to USAID's Office of the Inspector General (OIG). WIE's policy against fraud exists throughout the life of the contract and beyond. Even if the contract is closed, if any party is found guilty of fraud WIE will make a full report to the OIG which may choose to investigate and to prosecute guilty parties to the fullest extent of the law.
7. Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

8. By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.
9. Either the Offeror or DAI staff may report unethical, illegal, and corrupt practice to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Offerors or WIE staff may also report fraud,

abuse, or kickback cases to: Hotline@promote-wie.com, or call this phone number: +93 (0) 789 65 8190. Do not use these numbers for asking questions about the RFP. The hotline numbers is only for reporting fraud, abuse, kickback, and conflict of interest. The person answering this phone does not have information about bids, and cannot give any instructions or answer any questions about ongoing procurements.

7.7 Whistleblower Protections Act

All employees of Subcontractors, Grantees and Vendors who currently or have previously conducted work under WIE are protected from reprisal by US law for disclosure of certain information. The Whistleblower protections in 41 U.S.C. §4712 state that an "employee of a contractor, subcontractor, grantee [or subgrantee] may not be discharged, demoted, or otherwise discriminated against as a reprisal for "whistleblowing."

Whistleblowing is defined as making a disclosure "that the employee reasonably believes" is evidence of any of the following:

- Gross mismanagement of a Federal contract or grant;
- A gross waste of Federal funds;
- An abuse of authority relating to a Federal contract or grant;
- A substantial and specific danger to public health or safety: or,
- A violation of law, rule, or regulation related to a Federal contract or grant (including the competition for, or negotiation of, a contract or grant).

Whistleblower protections cannot be waived by any agreement, policy, form or condition of employment. To meet the standards of this law, the employee's disclosure must be made to:

- A Member of the US Congress, or a representative of a US Congressional Committee;
- An Inspector General;
- The US Government Accountability Office;
- A US Government employee responsible for contract or grant oversight or management at the relevant agency;
- A US court or grand jury; or,
- A management official or other employee of DAI, the subcontractor, grantee, or subgrantee who has the responsibility to investigate, discover or address misconduct.

In summary, the Act says that a person who believes that he or she has been subjected to a reprisal prohibited by this Act may submit a complaint to the Inspector General but not more than three years after the date on which the alleged reprisal took place. The Inspector General will make a determination or issue a report on findings to USAID. USAID will determine from this determination or report whether there is sufficient basis to conclude that the contractor or grantee concerned has subjected the complainant to a reprisal prohibited by the Act and shall either issue an order denying relief or shall take one or more of the following actions:

- (A) Order the contractor or grantee to take affirmative action to abate (lessen) the reprisal.
- (B) Order the contractor or grantee to reinstate the person to the position that the person held before the reprisal, together with compensatory damages (including back pay), employment benefits, and

other terms and conditions of employment that would apply to the person in that position if the reprisal had not been taken.

(C) Order the contractor or grantee to pay the complainant an amount equal to the aggregate amount of all costs and expenses (including attorneys' fees and expert witnesses' fees) that were reasonably incurred by the complainant for, or in connection with, bringing the complaint regarding the reprisal.

More information on the Act can be found at: <https://www.gpo.gov/fdsys/granule/USCODE-2012-title41/USCODE-2012-title41-subtitleI-divsnC-chap47-sec4712>

8. Attachments

8.1 Attachment A: Scope of Work for Services or Technical Specifications

Promote: Women in the Economy (WIE)

Management and Implementation of Regional and National Business Trade Fairs

A. BACKGROUND AND JUSTIFICATION

Background

DAI is implementing the USAID funded Women in the Economy (WIE) project across the five major population centers in the regional economic zones of Afghanistan, with program operations for these regions based in Kabul, Herat, Mazar, Jalalabad and Kandahar. The objective of the project is to enable Afghan women to increase their participation in the mainstream, formal economy. Component 1 of the program, Private Sector Development (PSD), will assist women-owned businesses and businesses employing a 10% or greater female workforce to increase revenues by providing: technical assistance; support for access to finance; and micro-grants to implement technical improvements.

DAI/WIE will contract services for the management and implementation of a series of five (5) regional trade fairs and one (1) national trade fair to provide market access for women-owned and women-managed companies. The trade events shall be conducted in 2017 and shall take place along the major economic corridors anchored by the cities of Kabul, Mazar-i-Sharif, Jalalabad, Herat, and Kandahar.

Justification

The issues Afghan women-owned businesses face in accessing new markets are characterized as follows:

- Insufficient market information and lack understanding of their buyers, competitors, or product pricing.
- Cultural restrictions limit their mobility to meet with customers, retailers, distributors, conduct market research, or observe their competition.
- An overall lack of access to markets with high demand for their products or services.
- They rely largely on local customers and sell whatever they can produce, instead of focusing on what sells best and expanding their geographic reach.
- Women-owned businesses have a hard time breaking into traditional men's business networks so there are less opportunities for finding suppliers of inputs, distributors, and potential business partners.
- Lack of knowledge about trade fairs, budgets, and logistics to participate in them.

DAI will identify a wide range of women-owned businesses and will require the Subcontractor to first train and prepare the companies to take part in the trade events, and then organize and implement a series of regional business-to-business (B2B), networking, and trade fair events in the five urban centers referenced above.

The trade events must be designed to improve women's access to networks, their understanding of customers and competitors, and provide them the actual experience of participating in trade exhibitions. With the overall objective of increasing women's economic participation, and the lack of resources that most companies face, regional and national level trade fairs offer more, and more varied, companies the opportunity to participate. Through this learning process, WIE anticipates

that the selected companies will improve their business performance and experience resulting in an increase in sales.

‘Learning by doing’ further gives WIE a chance to observe a company’s commitment to making adequate preparations, their ability to adapt products and scale up production, and to select the businesses with the highest potential of following through on business opportunities that might be identified in foreign markets. The most active participants with promising products in these local fairs may receive continued assistance from WIE to prepare for and participate in a national level event in Kabul, the biggest B2B and consumer market in Afghanistan, with a view of eventually participating in an international trade event in Dubai UAE, India or any other possible international trade fair.

These events in turn will not only facilitate market access for the targeted women-owned businesses, but will also help, at a minimum, to:

- Understand their customers and their competitors (Where is my market niche?).
- Understand their competition (How do I make my product/service competitive?).
- Understand Cost of Goods Sold (COGS) and profit margins (What product line(s) do I focus on? How do I price them?).
- Adapt product or service to customer’s needs in a way that they are competitive.
- Learn how to distribute/retail these products/services.
- Make sure the right audience is at the event (consumers, other businesses, retailers?).

With this general purpose in mind, prior to the onset of the actual trade fairs, the Vendor must design, develop, implement, and monitor the effectiveness of a series of recipient business training workshops designed to prepare businesses to successfully participate in what is probably their first trade fair. The Subcontractor shall also provide extensive logistical support to support implementation of the trade fairs. WIE will provide the details of recipient businesses selected to take part in each regional trade fair. WIE will also provide a list of businesses that will participate in the national trade fair event.

The services in this RFP are divided in two components:

Component 1 – Pre-Trade Fair Preparation for Participating Businesses: The Subcontractor shall assess the needs of identified trade fair participating businesses and provide training and assistance to prepare the businesses for their respective regional trade fair and national trade fair, if applicable.

Component 2 – Conduct Regional and National Trade Fairs: The Subcontractor shall conduct five (5) regional trade fairs and one (1) national trade fair. This includes managing all the logistical requirements for trade fair participants and trade fair marketing.

A detailed Scope of Work can be found below in C. Scope of Work.

B. OBJECTIVES

Objective 1: Assist Promote: Women in the Economy, to increase business revenue for women-owned businesses and businesses employing a 10% or greater female workforce throughout Afghanistan.

Objective 2: Ensure that women-owned and managed businesses possess a strong understanding of how to prepare and participate in trade fairs to improve their access to national and international markets.

C. SCOPE OF WORK

The Subcontractor shall design, implement, and manage Afghan Women’s Businesses Access to Markets trainings and exhibitions in all five regions: five (5) regional trade fairs in Kabul, Kandahar, Mazar, Herat, and Jalalabad, and one (1) national trade fair in Kabul.

Component 1 – Pre-Trade Fair Preparation for Participating Businesses

Component 1 is composed of two sub-components:

- Pre-trade fair preparation for the five (5) regional trade fairs to be conducted in Kabul, Kandahar, Mazar, Herat and Jalalabad; and
- Pre-trade fair preparation for the national trade fair in Kabul.

Each sub-component is discussed below.

1.1 Pre-Trade Fair Preparation - Regional Trade Fairs

The Subcontractor shall be responsible for training and preparing businesses to participate in upcoming regional trade events. DAI/WIE will select a maximum of **60 businesses** to participate as exhibitors in each regional trade fair. Each regional trade fair will only include businesses based in that region. Upon receipt of participating businesses from DAI/WIE, Subcontractor shall immediately commence with making arrangements for training and other preparatory work.

The Subcontractor shall conduct a two-day [2 days] training session for exhibitors in each region. Training topics may include, but are not be limited to:

- Understanding your product pricing policy (costs, mark ups, profit).
- Defining and understanding your target market (customers).
- Identifying your Unique Selling Point (USP).
- Understanding your competition.
- Understanding supply and demand.
- How to display, market your products or services, and network at trade fairs.
- Venue management, security, facilities and logistics.

Once training materials have been: (1) developed by Subcontractor; (2) approved by DAI/WIE; and (3) implemented for one regional trade fair, Subcontractor may be required to make minor modifications to the training materials in accordance with feedback received during the trade event from participant businesses and DAI/WIE. Training materials must be developed in English and delivered in the local language corresponding to participating businesses.

Trainings shall occur at least ten [10] working days prior to the actual trade fair in each region. Each business may have up to two [2] people participating in the training. The Subcontractor shall conduct two sessions per training with up to sixty (60) participants in each session. The sessions may be conducted in parallel at the same time or back-to-back. The last half day of the training should be dedicated to a logistical briefing about the regional trade fair and venue.

The Subcontractor shall be responsible for:

- Curriculum development. Curriculum must be approved in advance by DAI/WIE.
- Venue identification, rental and set-up. All venues, venue setup/design, and other venue specifications must be approved in advance by DAI/WIE.
- Lunch and refreshments for the duration of the training.
- Stationary.
- Printing of Training Materials.

1.2 Pre-Trade Fair Preparation – National Trade Fair

The Subcontractor shall be responsible for training and preparing businesses to participate in the upcoming national trade event. The Subcontractor shall deliver one Refresher Training for those regional business selected to participate in the national trade fair. DAI will identify a maximum of one-hundred [100] of the best performing business from across all five [5] regions to participate in the National Trade Fair in Kabul. Upon receipt of participating businesses from DAI/WIE, Subcontractor shall immediately commence with making arrangements for training and other preparatory work. Since all participants will have completed the regional training, the Subcontractor

shall develop slightly different training materials for the Refresher Training. Training materials must be developed in English and delivered in local languages. Refresher Trainings shall occur at least ten [10] working days prior to the actual National Trade Fair event.

Two [2] members from each business will be invited to participate in the Refresher Training. The refresher training will be one [1] day in duration [one half day technical training and one half day logistical briefing]. Refresher training shall be offered in each of the five [5] regions.

The Subcontractor shall be responsible for:

- Curriculum development. Curriculum must be approved in advance by DAI/WIE.
- Venue identification, rental and set-up. Venue, venue setup/design, and other venue specifications must be approved in advance by DAI/WIE.
- Lunch and refreshments for the duration of the training.
- Stationary.
- Printing of Training Materials.

Component 2 – Conduct Regional and National Trade Fairs

The Subcontractor shall conduct five (5) regional trade fairs and one (1) national trade fair. This includes: all aspects of trade fair management; managing all logistical requirements for trade fair participants; and trade fair marketing. In general, the Subcontractor will be responsible for:

- Selecting strategic exhibition venues (venue specifications must be approved by WIE in advance);
- Venue rental and set-up;
- Designing exhibition booths;
- Branding event materials;
- Ensuring catering arrangements;
- Organizing logistical [electrical, internet, AV requirements, security, traffic, and parking for vehicle] requirements in close negotiation with DAI/WIE and local authorities;
- Event marketing;
- Invitee management (RSVP follow-up system);
- Product shipping and storage (*National Trade Fair Only*); and
- Travel and accommodations for participating businesses (*National Trade Fair Only*).

2.1 Regional Trade Fairs

The Subcontractor shall conduct five three-day regional trade fairs. The fairs should be organized such that they occur between weekends and business days to maximize potential participation (businesses and customers). A maximum of 60 businesses shall participate in each regional trade event. A maximum three [3] people from each business shall participate at each stall/booth.

The Subcontractor shall design between 50 and 60 booths for each regional trade fair. Booth sizes can be from 2m*3m to 3m*5m depending on individual business needs. At least 3 meeting areas for B2B [business to business] and B2C [business to customer] meetings, each accommodating 4 persons, shall be set-up by the Subcontractor at each regional venue. The Subcontractor shall ensure that the exhibition venue is ready for businesses to place their goods at least 2 days prior to the first day of exhibition. Subcontractors should provide at least 5 trained facilitators for the duration of the exhibition to facilitate announcements, VIPs and other visitors and to possibly facilitate trade deals, and make connections.

At least twenty [20] days prior to each regional trade event, the Subcontractor shall submit an Inception and Marketing Plan (reference Section D below). The Subcontractor shall also provide a RSVP (follow-up) service.

2.2 National Trade Fair

The Subcontractor shall conduct a three-day National Trade Fair in Kabul. The fair should be organized such that it occurs between weekend and business days so that maximum potential visitors [businesses and customers] have a chance to visit the trade fair. A maximum of 100 businesses shall participate in the national trade event. A maximum three [3] people from each business shall participate at each stall/booth. Therefore, the Subcontractor shall arrange travel and accommodation for a maximum of three hundred [300] people for a six [6] night stay in acceptable hotels/guesthouses close to the trade fair venue in Kabul. The subcontractor should also arrange a stage for inauguration of national Trade Fair for the 1st half day.

At least twenty (20) days prior to the national trade event, the Subcontractor shall submit an Inception and Marketing Plan (reference Section D below). A RSVP (follow-up) service must also be provided by the Subcontractor.

The Subcontractor shall ship products and samples of each business to Kabul from Herat, Mazar, Jalalabad, and Kandahar. The anticipated amount of products shipped for each business is up to 500kg [maximum] and all can be shipped via road transport regardless of the volume of the goods. The Subcontractor shall also identify a reliable and proper warehouse for storing business products for six [6] nights. Subcontractor shall be responsible for transporting business products to the exhibition venue when needed.

D. DELIVERABLES

The Subcontractor shall submit the following deliverables:

1) Detailed Inception Plan and Business Training Plan

- a. Detailed Inception Plan - A detailed inception plan shall be submitted for approval within twenty (20) days after subcontract award. The inception plan must include the following:
 - Detailed outline of training curriculum/materials;
 - Training and trade fair orientation plan (including a brief on access to exhibition halls and booths, booth specifications, venue accessibility, security, badging, and logistics) for businesses;
 - Monitoring and assessment reporting about participants preparedness for the exhibitions;
 - Detailed coordination plan (must include coordination with businesses participating in trade fairs, DAI, government organizations, and other invitees);
 - Booth design and installment plans; including electrical, AV, and internet supplies;
 - Event logistics and security requirements plan;
 - Publicity, outreach, marketing, and printing plan;
 - Reporting formats for trade fairs and final report of the assignment;
 - Event outreach strategy and invitees' RSVP services;
 - USAID Branding and Marking Plan (please see the Attachment H); and
 - Any other important specifications, subject to mutual agreement between Subcontractor and DAI/WIE.
- b. Business Training Plan - A comprehensive training plan with all the available specifications included. Training topics may include, but are not limited to:
 - Understanding your product pricing policy [costs, mark ups, profit];
 - Defining and understanding your target market [customers];
 - Identify your Unique Selling Point [USP];
 - Understanding your competition;
 - Understanding supply and demand;

- How to display, market your products or services, and network at trade fairs; and
- Orientations about venue management, security, facilities, and other logistical briefings.

The Business Training Plan shall also include curriculum for the refresher training for the national event.

Once training materials are developed, approved by DAI and implemented for one regional trade fair, Subcontractor will only need to make some light improvements to the training materials per the feedback from each trade fair and continue implementation of similar training materials. Training materials shall be in English but must be delivered in local languages to participating businesses.

2) Inception and Marketing Plans (1 for each Regional Trade Fair and 1 for the national Trade Fair)

The Inception and Marketing Plan shall include details and specification of training venue, materials, catering for training participants, specification of trainer(s), trade fair venue options, trade fair marketing specifications, and other details identified by Subcontractor and DAI/WIE. Regional Inception and Marketing Plans shall be submitted for approval no later than twenty (20) days prior to each regional trade fair.

3) Trade Fairs Completion Reports (1 for each Regional Trade Fair and 1 for the National Trade Fair)

The Subcontractor shall submit one (1) Completion Report no later than fifteen (15) days after completion of each trade fair. Each report shall include, but is not limit to:

- Executive summary;
- Narrative describing the entire event;
- Specific number and types of businesses that participated in the trade fair;
- Approximate number of visitors including individuals and companies;
- Numbers and types of contracts signed with participating businesses by other suppliers or buyers;
- Number and types of potential/expected contracts to be signed among participating businesses and potential suppliers/buyers;
- Amount of sales for each participating business sold to individual visitors during the event;
- Challenges faced, lesson learned, and possibly one success story from each trade fair;
- Proposals for modification for upcoming trade fairs;
- Event pictures and sign in sheets of each business;
- Any other issues need to be included by implementing firm.

Each report should be submitted to DAI/WIE within 3 weeks after completion of each trade fair.

4) Final Report

The Final Report shall be submitted for approval within forty-five (45) days after completion of the National Trade Fair. The final report will include the following information:

- Executive summary;
- Narrative of the whole events/project;
- Specific number and types of businesses participated in the trade fairs.
- Approximate number of visitors including individuals and companies, per trade fair and in total;
- Numbers and types of contracts signed with participating businesses by other suppliers or buyers per region and in total;

- Number and types of potential/expected contracts to be signed among participating businesses and potential suppliers/buyers;
- Amount of sales for each participating business sold to individual visitors during the event;
- Challenges faced, lesson learned, and possibly one success story from each trade fair;
- Proposals for modification for upcoming trade fairs;
- Events' pictures; and
- Any other issues identified by the Subcontractor.

E. CALENDAR

The period of performance of the subcontract resulting from this RFP shall be date of award through 4.5 months.

F. Technical Direction

The Senior Private Sector Development (PSD) Director will be responsible for technical direction of this work. Representatives in each field office, a list of whom will be provided to the Subcontractor, will also be able to provide technical direction.

8.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

8.3 Attachment C: Budget Sample

Budget Sample

Item	Unit	Unit Cost	# Units	Quantity	Budget
Labor (list all positions)					
Consultant (name, position title)	Day				0
Consultant (name, position title)	Day				0
Consultant (name, position title)	Day				0
Subtotal					0
Other Direct Costs					
Communications (if required/Applicable)	Person				0
Construction of Booths					
Shipment and storage of Products					
Printing of training and promotional materials					
Local Transportations (if required/Applicable)	Day				0
Vehicle Rental (if required/Applicable)	Vehicle				0
Office supply (if required/Applicable)					0
Lodging (if required/Applicable)	Night				0
Per Diem (if required/Applicable)	Day				0
Flights (if required/Applicable)	Person				0
Other (Specify)	Specify				0
Subtotal					0
Fee, if not already added on labor and ODCs**					
Grand Total AFA***					0

8.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI

SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

NO SUBCONTRACTS/POs (\$25,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS and Reporting in FSRS Database

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

The U.S. Government requires that all applicants for first-tier monetary grants (i) and all first-tier subcontracts/purchase orders of \$25,000 or above have a DUNS number prior to DAI issuing an award to that entity.

REQUIREMENT FOR DAI TO REPORT DATA IN THE FSRS DATABASE:

In addition, in accordance with the Federal Funding Accountability and Transparency Act of 2008; FAR 52.204-10, "Reporting Executive Compensation and First-Tier Subcontract Awards" (Revised July 2010); and Subpart 4.14—"Reporting Executive Compensation and First-Tier Subcontract Awards," effective March 1, 2011, DAI is required to report any newly awarded first-tier subcontracts \$25,000 or above in the FSRS (Functional Security Requirements Specifications) database at <http://www.fsrs.gov>.

In accordance with AAPD 11-01 amended, all foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only. In accordance with the AAPD as well as 2 CFR Parts 25 and 170, DAI is required to report on grantees in the FSRS database. The reported information for subcontracts and grants will be available for the public to view at <http://usaspending.gov>.

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

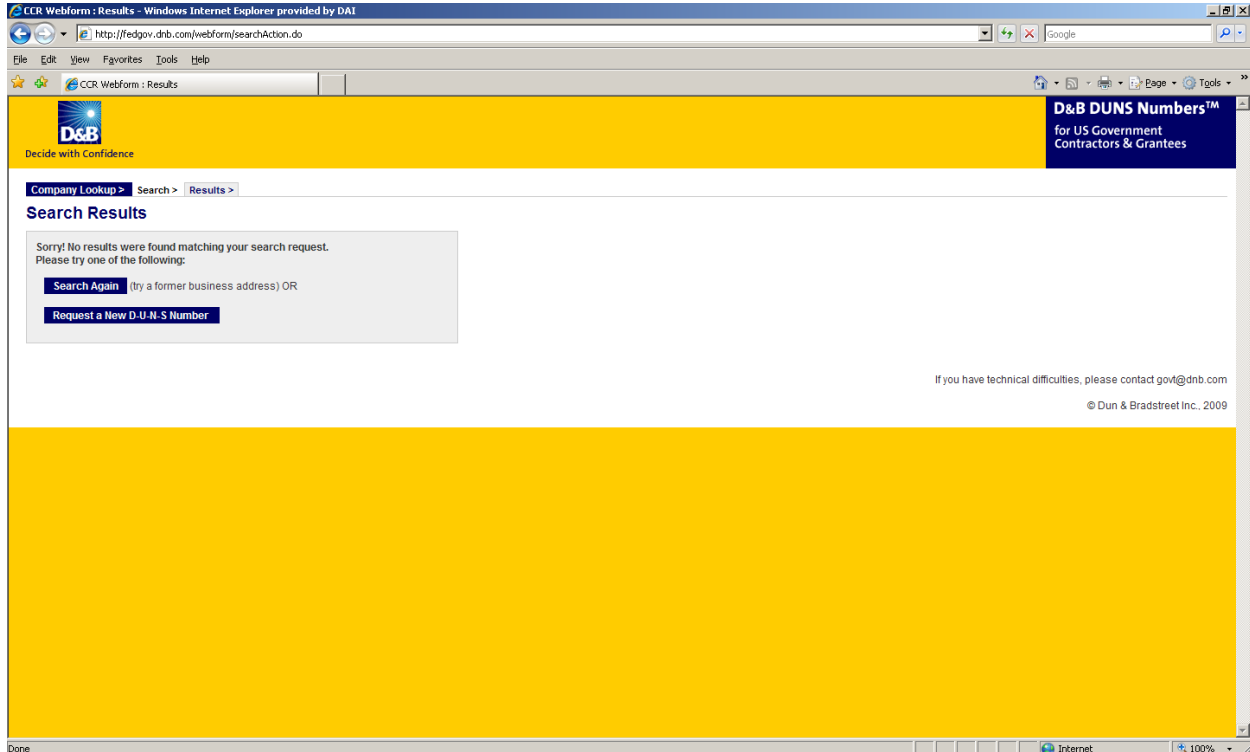
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
 - Legal Business Name (commas are allowed, periods are not allowed)
 - Address
 - Phone
 - Name of Owner/Executive
 - Total Number of Employees
 - Annual Sales or Revenue (US Dollar equivalent)
 - Description of Operations
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

CCR Webform: New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

D&B DUNS Numbers™ for US Government Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	DNB TEST, INC.
Legal Structure	Proprietorship
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	20-555-1212

Physical Address	
Street	100 Jalan Abdul Rahman
City	Kabul
State	
Zip Code + 4/Postal Code	
Country	AFGHANISTAN

Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
Street/ P.O. Box	
City	

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
 - **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

CCR Webform: New Duns Number Request - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=1&browser=8&hdnCompanyName=8&hdnAddress=8&hdnCity=8&hdnState=8&hdnZip=8&hdnCountry=8&hdnDuns=8&hdnTradeStyleName=8newComp

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

Street/ P.O. Box
City
State
Zip Code + 4/Postal Code
Country: Select one

Organization Information

Executive Name
Title: Select one
Primary SIC code
Description of Operations
Socioeconomic Data: Select one
Number of Employees (includes owners, partners, and/or officers)
Annual Sales or Revenue

Parent Organization (optional)

Name
Street
City
State
Zip Code + 4/Postal Code
Country: Select one

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

Done

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/ins/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

OSHA QuickTakes Newsletter RSS Feeds Print This Page Text Size

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure.

Enter a SIC CODE:
Enter the search keyword(s):
Submit Clear

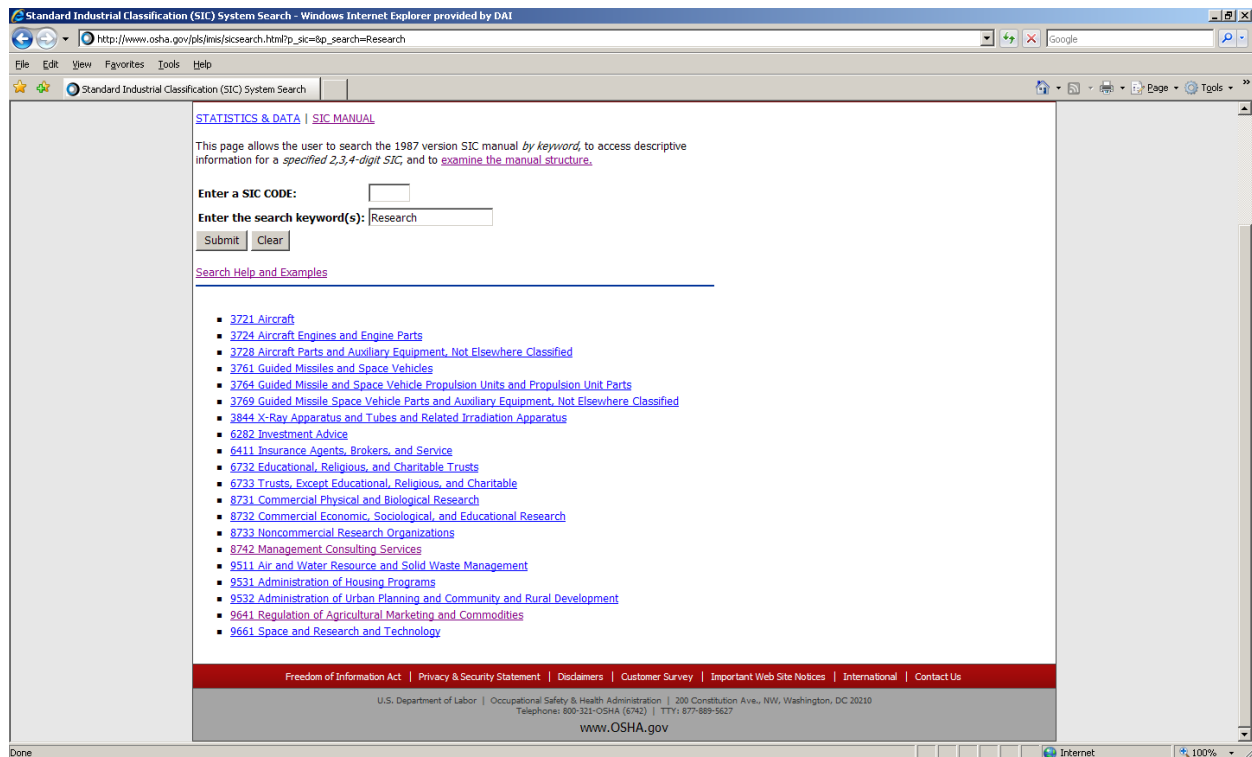
[Search Help and Examples](#)

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov

Internet 100%

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:



PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

8742 Management Consulting Services

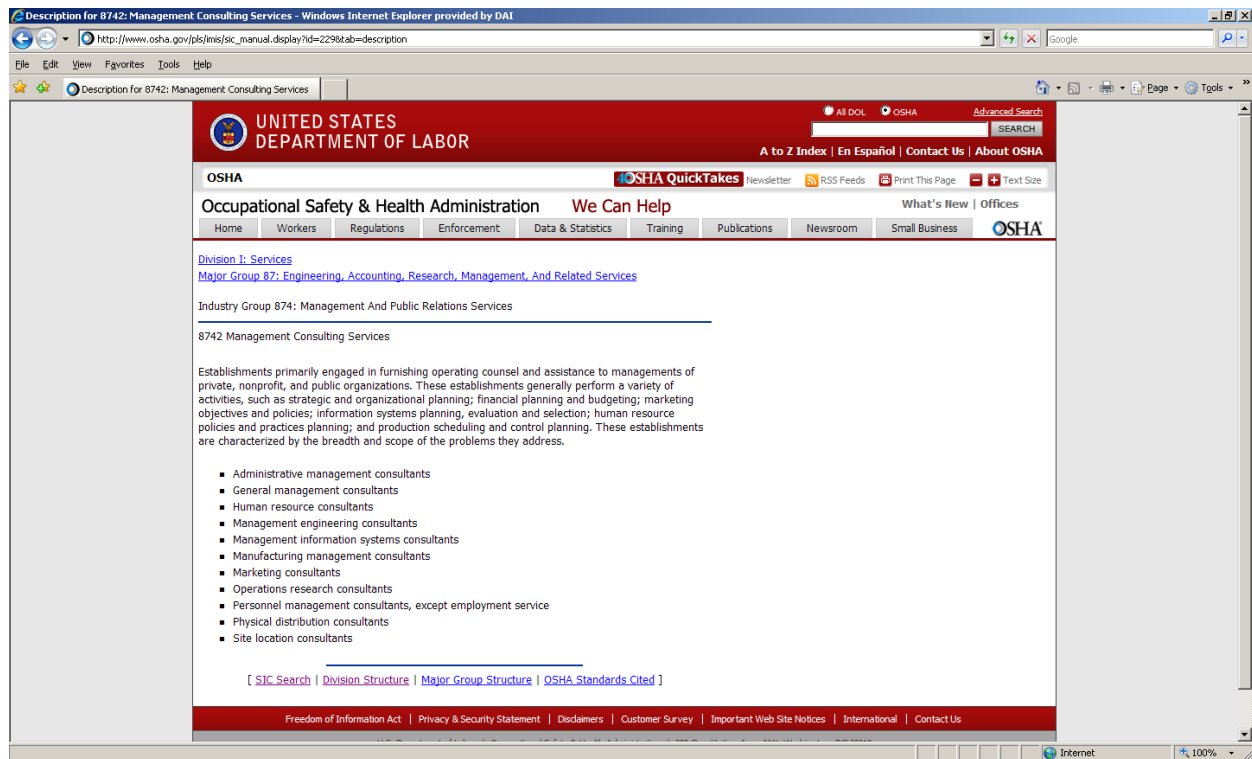
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.

The screenshot shows the "CCR Webform: New Duns Number Request" form in a Windows Internet Explorer browser. The URL is "http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=8&hdnCompanyName=8&hdnAddress=8&hdnCity=8&hdnState=8&hdnZip=8&hdnCountry=8&hdnDuns=8&hdnTradeStyleName=8&newComp=8". The form is divided into several sections: "Mailing Address (optional)" with fields for Street/P.O. Box, City, State, Zip Code + 4/Postal Code, and Country; "Organization Information" with fields for Executive Name (Mohammad Ali), Title (Owner), Primary SIC code, Description of Operations (Agricultural Technical Assistance), Socioeconomic Data (No special Ownership Status), Number of Employees (10), and Annual Sales or Revenue (USD 500,000); "Parent Organization (optional)" with fields for Name, Street, City, State, Zip Code + 4/Postal Code, and Country; and "Notes (optional)" with a text area. A "Submit Your Request" button is at the bottom.

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

CCR Webform: verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform: verification page

D&B DUNS Numbers™
for US Government Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information > **Verify Information Page >**

Verification Page

Company Name

? Legal Name

? Phone Number of Business

Physical Address

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

Organization Information

? Executive Name

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shell Corporation. D&B defines a Shell Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shell Corporation, if any, will not be factored into the determination of such Shell Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shell Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%

8.5 Attachment E: Self Certification for Exemption from DUNS Requirement

Self-Certification for Exemption from DUNS Requirement for Subcontractors and Vendors

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

Full Name of Certifier (Last Name, First/Middle Names):

Title of Certifier:

Date of Certification (mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

8.6 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

8.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

List of Optional Attachments

8.8 Attachment H: Branding and Marking Plan

Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

Appendix N: Marking Plan

Sub Project Number and Name: _____

Name of Implementing Partner: _____

Name and Title of Partner's Agent: _____

Name and Title of DAI Project Manager: _____

Instructions: This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project's Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner. Once completed, the Project Manager must upload the form to TAMIS.

Subproject Activities

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

Include 2-3 sentence summary here:

Please place an "X" below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

Mark "X"	Activity/Documents	Required Marking
Activities		

Mark “X”	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training or other)	
	Invitations	
	Other (please describe)	

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

Requests for Exceptions or Waivers of Marking Requirements – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:

8.9 Attachment I: Full Terms of Contract

Will be provided in Subcontract documents.

8.10 Attachment J: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Separate the technical and cost proposals by one blank page and NO cost information is included in the technical portion/proposal.rd
- ☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A
- ☐ Response to each of the evaluation criteria
- ☐ Documents use to determine Responsibility
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- ☐ Past Performance (*use template in Attachment F*)